

Engage the Students. Infuse the Curriculum. Empower the Faculty. Enhance the Administrative Process.

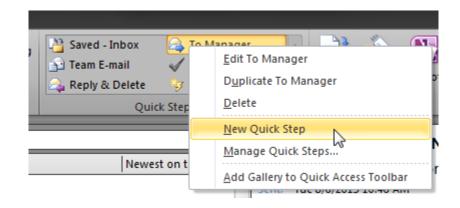
## Create a "Reply with" Quick Steps

## Overview

If you often need to reply to messages with boilerplate text, the quickest way to do this is to use **Quick Steps**, which is a new feature in Outlook.

Creating a custom "Reply With" **Quick Step** with boilerplate text is quite easy to do:

1. Right click on any existing Quick Step and choose: New Quick Step



- Alternatively, you can click the "**More**" icon in the **Ribbon** and highlight **New Quick Step** and the select **Custom** from the menu.
- 2. The Edit Quick Step dialog box will then open.

Edit Quick Step	?	x
Mame:         Reply With 1         Add actions below that will be performed when this guick step is clicked on.		
Actions		- 1
Choose an Action	- >	×
Clear Categories		
<ul> <li>Flag Message</li> <li>Clear flags on message</li> </ul>		
Mark complete		
<ul> <li>Create a task with attachment</li> <li>Create a task with text of message</li> </ul>		
Respond		
New Message Forward	=	
🙈 Reply		
Reply All		
C 📆 Reply With Meeting		- 1
S Jack Forward message as an attachment		- 1
Appointment	-	
Finish	Cance	: <b> </b>

- 3. Under **Name** give your "Reply with" **Quick Step** a name.
- 4. From the "Choose an Action" list, choose: Reply
- 5. At the top of the dialog, you can specify a more suitable name for the **Quick Step**.
  - $_{\odot}$  You can also click on the icon button next to it to change the icon of the Quick Step.
    - 6. Click on the "Show Options" link below.

Edit Quick Step	8 ×
Name: Reply	
Add actions below that will be performed when this quick	step is clicked on.
Actions	
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	Show Options    ¥

- 7. Type in your boilerplate text.
  - There is no need to type your signature; Outlook will automatically add this when using the **Quick Step**!
  - There is no need to specify the "**To:**" field; Outlook will automatically fill in the address of the original sender when using the **Quick Step**.
  - The "**<subject>**" variable will automatically be replaced with the original subject of the message!
- 8. Optionally:
  - Specify other reply options such as "Cc", "Bcc", "Follow Up flag", and "Importance".
  - Specify a keyboard shortcut and a description for the Quick Step which will be displayed as a Tooltip.
  - Have the message sent automatically after 1 minute.
  - Add additional actions such as moving it to a specific folder, assigning it to a specific category or marking it as read (which isn't done automatically when replying via a Quick Step).

Edit Quick Step	? ×
	Inquiry latest offerings e quick step performs.
Actions	
🚑 Reply	• ×
Т <u>о</u>	
	Hide Options 🛠
	Add Cc Add Bcc
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Elag:	No Flag 👻
Importance:	No Change 🗨
Te <u>x</u> t:	Dear Sir/Madam,
	Thank you very much for your inquiry. An overview of our latest offerings can be found at the following URL:
	Automatically send after 1 minute delay.
🙈 Mark as read	• ×
Add Action	
Optional	
Shortcut key: CT	RL+SHIFT+1
Tooltip text: Inc	quiry reply with URL to latest offerings
	Save Cancel