

Clear All from Email {Outlook Quick Steps Series}

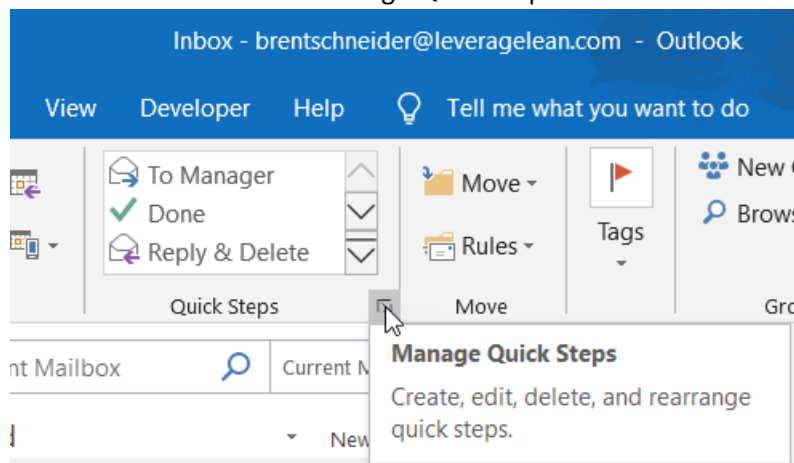
This tutorial will show you how to Clear All from an Email using Quick Steps in Outlook.

Outlook
Open Outlook

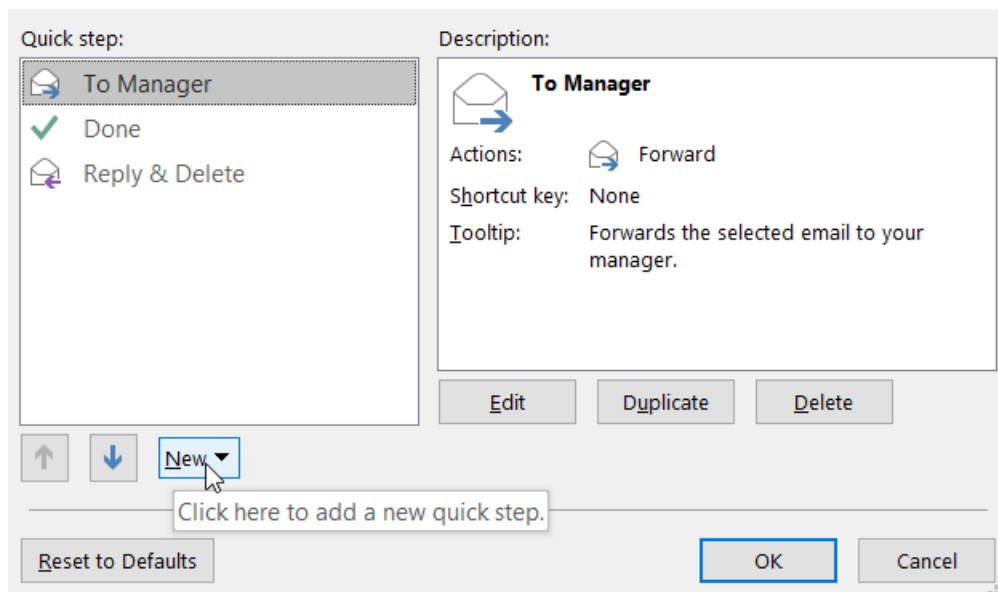


Outlook

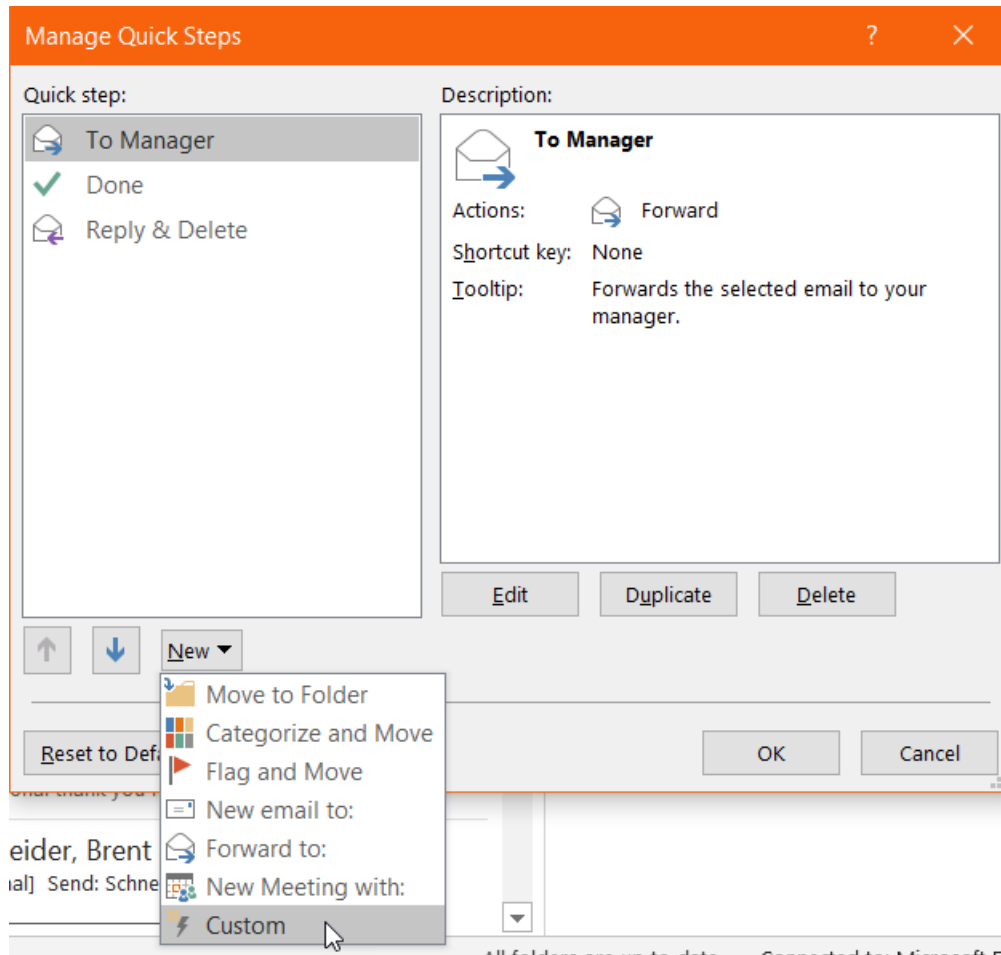
1. Click Manage Quick Steps



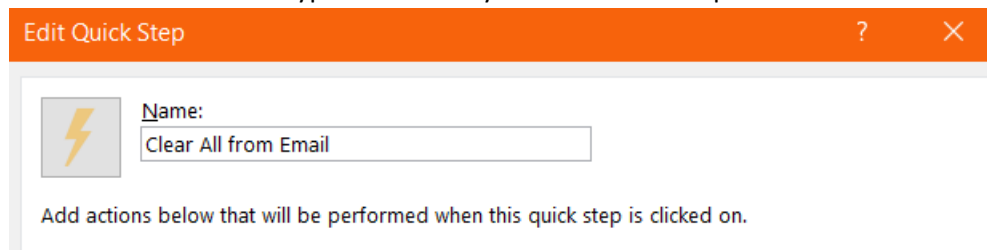
2. Click New



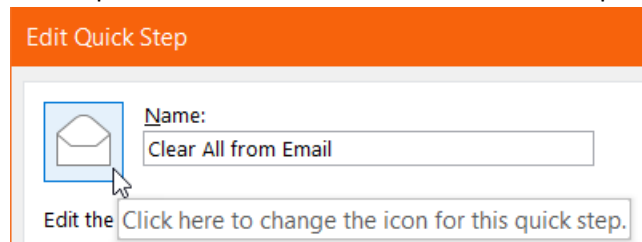
3. Select Custom



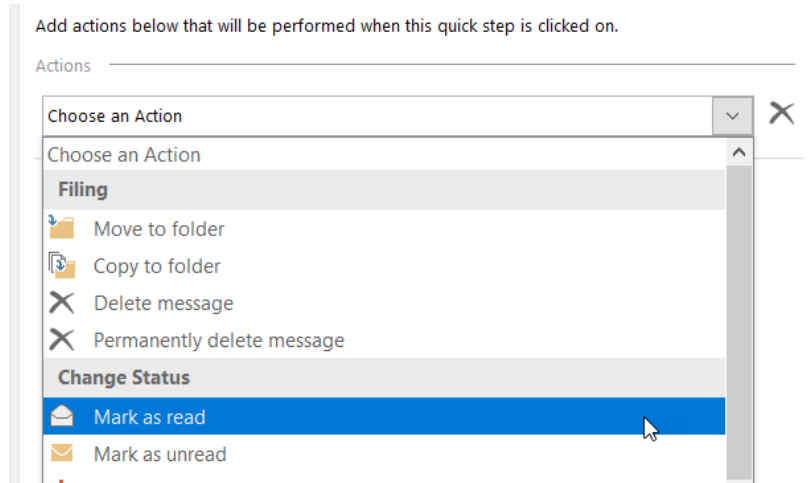
4. Type a name for your new Quick Step



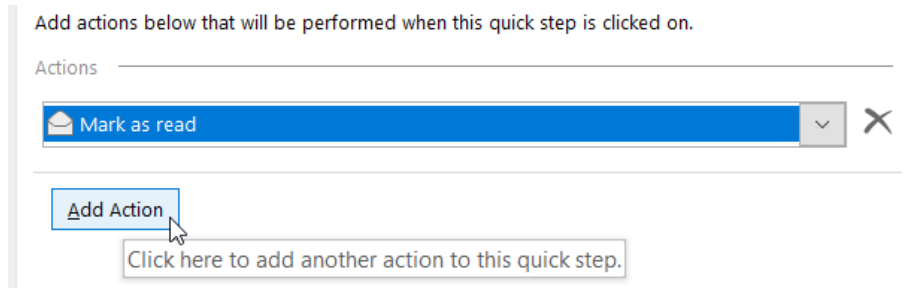
5. Click the Icon to open available Icons to select. Click Ok to update the Icon.



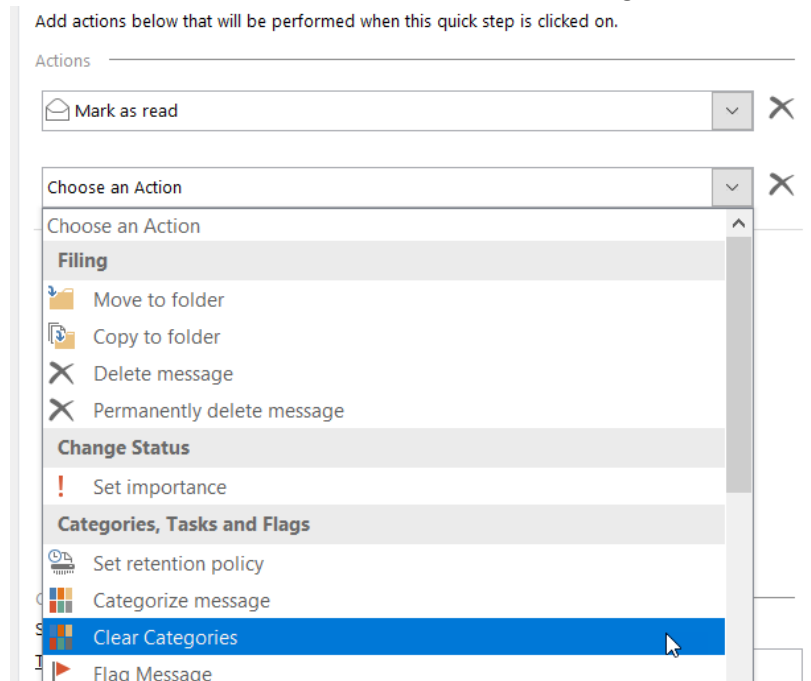
6. Choose the Action Mark as Read



7. Click Add Action



8. Choose another Action select Clear Categories



9. Click Add Action

Add actions below that will be performed when this quick step is clicked on.

Actions

- Mark as read
- Clear Categories

Add Action

Click here to add another action to this quick step.

10. Choose another Action select Clear Flags on Message

Add actions below that will be performed when this quick step is clicked on.

Actions

- Mark as read
- Clear Categories
- Choose an Action
 - Choose an Action
 - Filing**
 - Move to folder
 - Copy to folder
 - Delete message
 - Permanently delete message
 - Change Status**
 - Set importance
 - Categories, Tasks and Flags**
 - Set retention policy
 - Categorize message
 - Flag Message
 - Clear flags on message**

11. Create a Keyboard Shortcut (Optional)

Add Action

Choose a shortcut

- CTRL+SHIFT+1
- CTRL+SHIFT+2
- CTRL+SHIFT+3
- CTRL+SHIFT+4
- CTRL+SHIFT+5
- CTRL+SHIFT+6
- CTRL+SHIFT+7
- CTRL+SHIFT+8
- CTRL+SHIFT+9

Optional

Shortcut key: Choose a shortcut

Tooltip text: This text will show up when the mouse hovers over the quick step.

12. Enter Tooltip Text to recall what the Clear All from Email Quick Step does

Optional

Shortcut key: Choose a shortcut

Tooltip text: This Clear All from Email Quick Step will mark an email as Read, Clear Categories, and Clear all the Flags.

Finish Cancel

13. Click Finish

Edit Quick Step

Name: Clear All from Email

Add actions below that will be performed when this quick step is clicked on.

Actions

- Mark as read
- Clear Categories
- Clear flags on message

Add Action

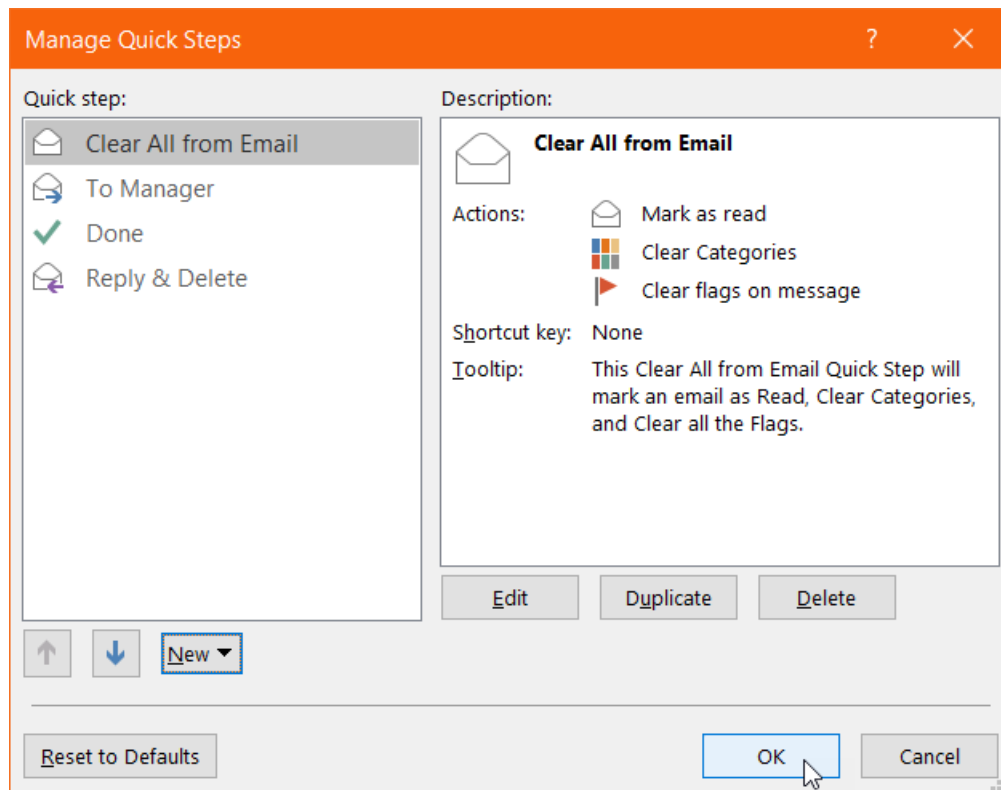
Optional

Shortcut key: Choose a shortcut

Tooltip text: This Clear All from Email Quick Step will mark an email as Read, Clear Categories, and Clear all the Flags.

Finish Cancel

14. Click Ok



15. Start using the Clear All from Email Quick Step today!

