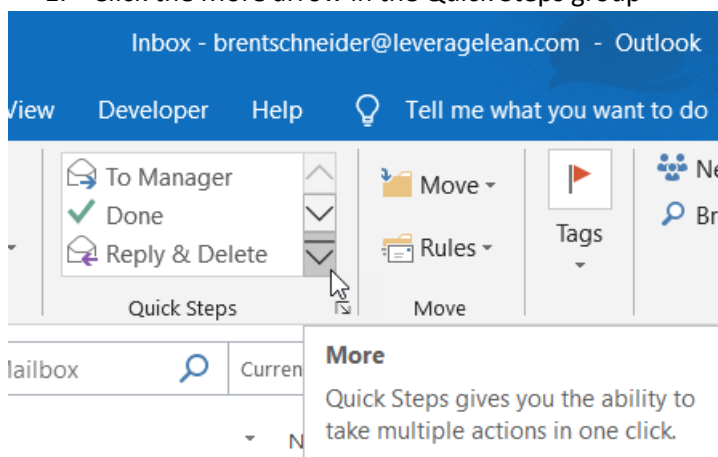


Forward to Supervisor {Outlook Quick Steps Series}

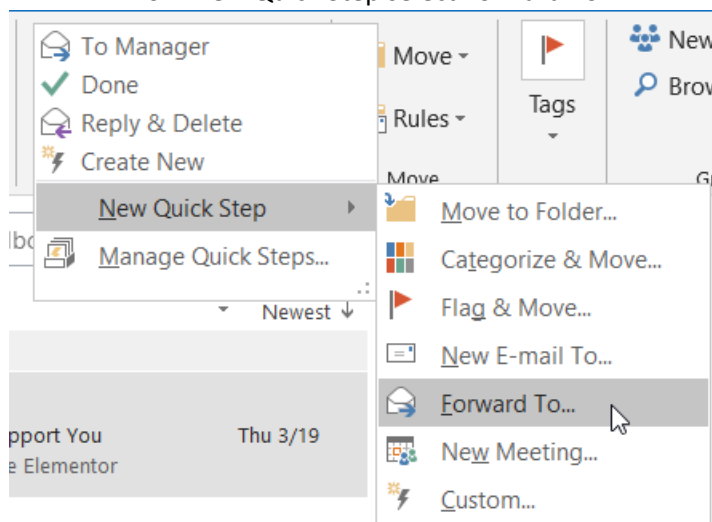
This tutorial will show you how to Forward an email to your Supervisor using Quick Steps in Outlook.



1. Click the More arrow in the Quick Steps group



2. From New Quick Step select Forward To



3. Enter a Name of your new Quick Step

First Time Setup
After this Quick Step is created, you do not have to enter this information again.

Name: Forward to Supervisor

Actions

Forward To... []

Options Finish Cancel

4. In the To field enter the email of your Supervisor.
(Click Finish if this is all you want your Quick Step to do!)

First Time Setup
After this Quick Step is created, you do not have to enter this information again.

Name: Forward to Supervisor

Actions

Forward To... leveragelean@outlook.com

Options Finish Cancel

5. If you want your Quick Step to do more remove the email in the To field and click Options

First Time Setup
After this Quick Step is created, you do not have to enter this information again.

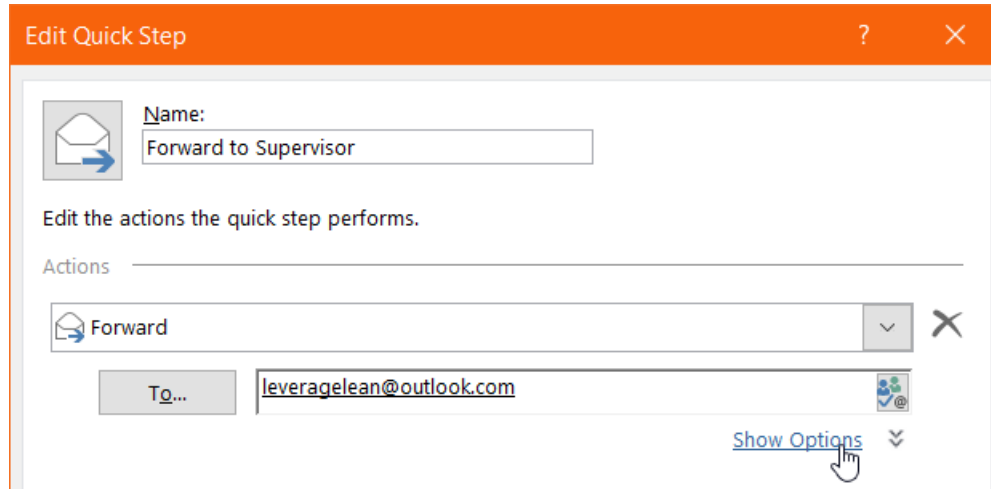
Name: Forward to Supervisor

Actions

Forward To... []

Options Finish Cancel

6. Enter your Supervisor's email address in the To field and click Show Options



Edit Quick Step ? X

Name:
Forward to Supervisor

Edit the actions the quick step performs.

Actions

Forward

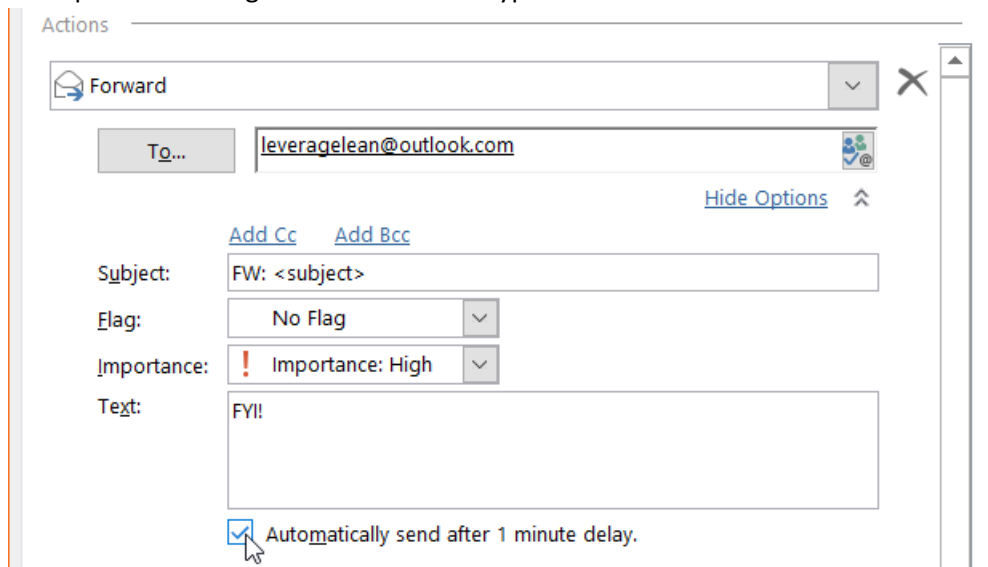
To... leveragelean@outlook.com

Show Options

7. Additional settings appear to be updated.

(Add Cc, Add Bcc, Subject, Set Flag, Set Importance, Text, Auto Send)

Set the Importance as High. In the Text field type FYI! Check mark Auto Send after 1 minute.



Actions

Forward

To... leveragelean@outlook.com

Hide Options

Add Cc Add Bcc

Subject: FW: <subject>

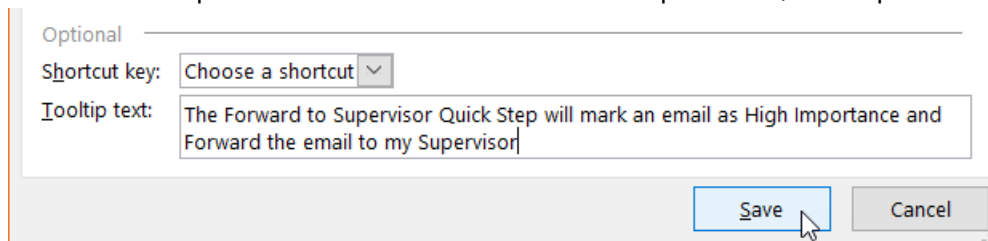
Flag: No Flag

Importance: ! Importance: High

Text: FYI!

Automatically send after 1 minute delay.

8. Enter Tooltip Text to recall what the Forward to Supervisor Quick Step does



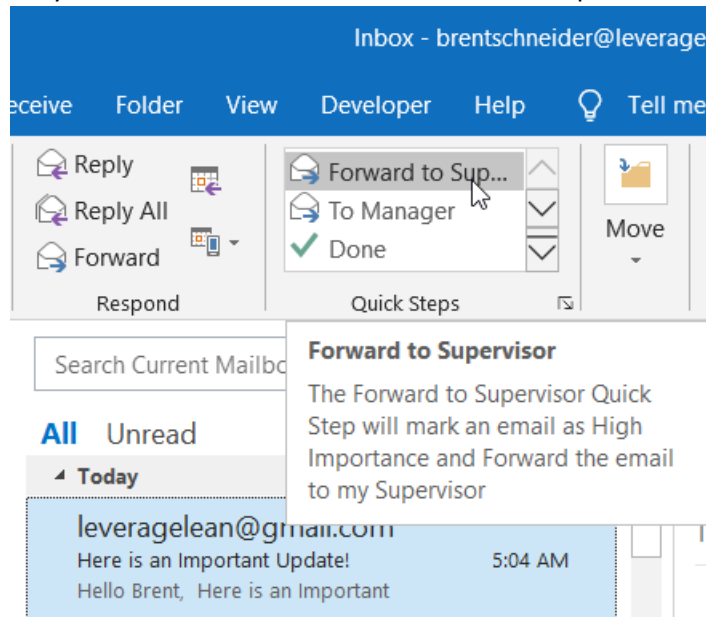
Optional

Shortcut key: Choose a shortcut

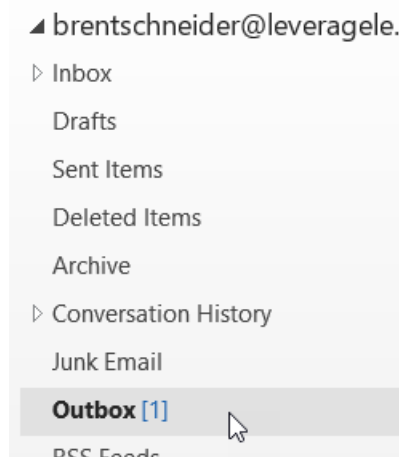
Tooltip text: The Forward to Supervisor Quick Step will mark an email as High Importance and Forward the email to my Supervisor

Save Cancel

9. Select the email you want to Forward and click the Quick Step Forward to Supervisor



10. The email will appear to your Outbox



11. After waiting 1 minute in the Outbox the email will be sent

