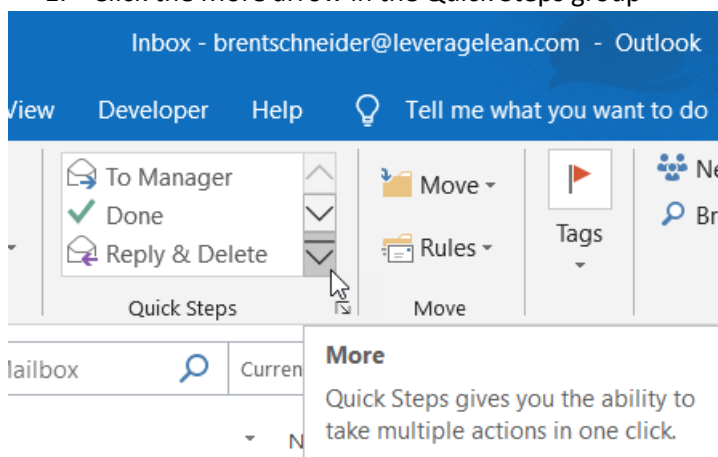# Forward to Supervisor {Outlook Quick Steps Series}
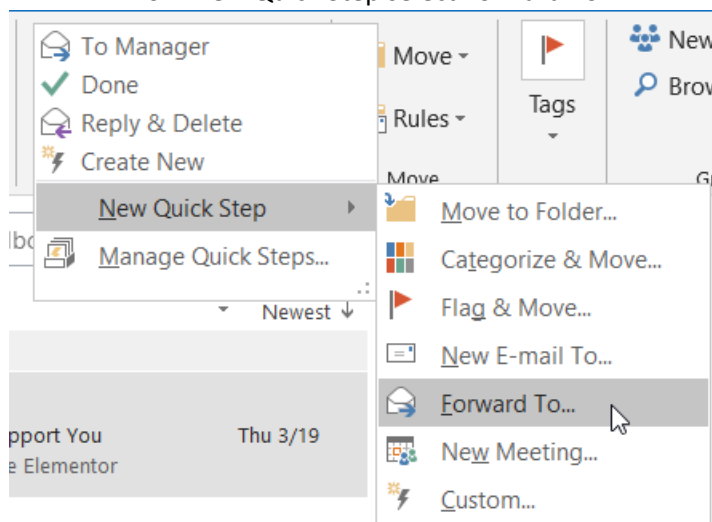
This tutorial will show you how to Forward an email to your Supervisor using Quick Steps in Outlook.

Outlook

Open Outlook

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.
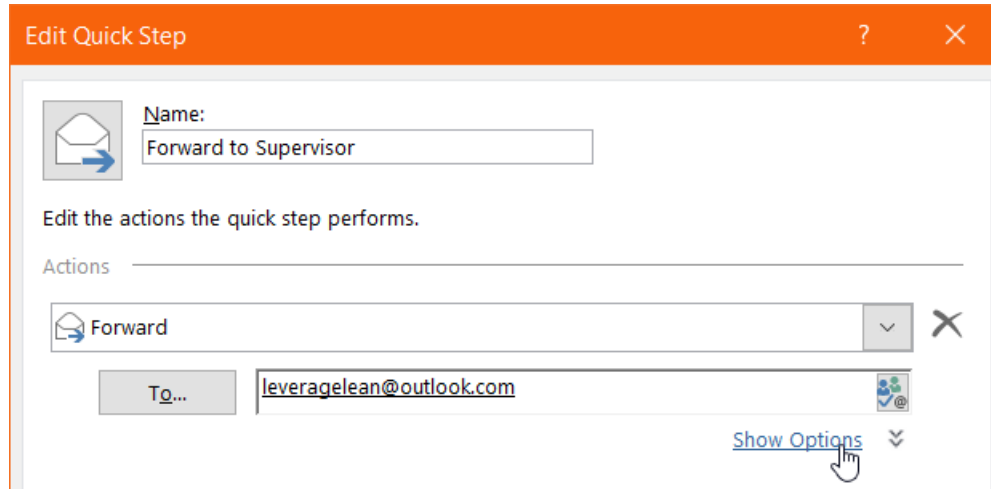
Name: Forward to Supervisor

Actions

☑ Forward   To...

Options   Finish   Cancel

brentschneider@leveragelean.com

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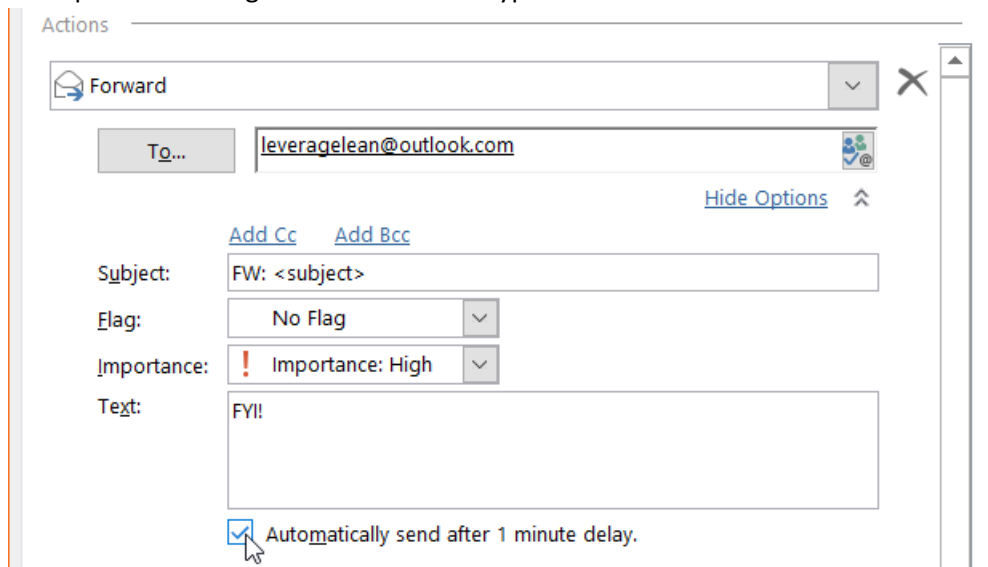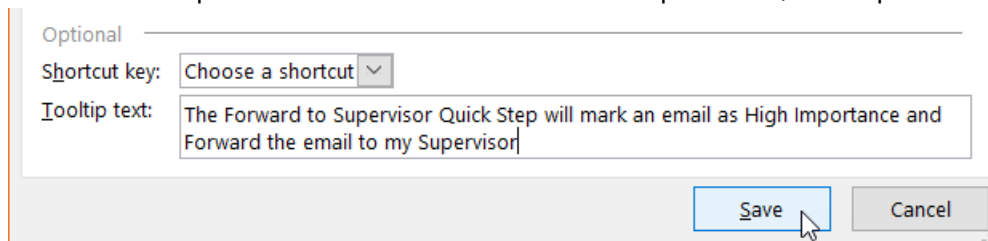

7. Additional settings appear to be updated.
(Add Cc, Add Bcc, Subject, Set Flag, Set Importance, Text, Auto Send)
Set the Importance as High. In the Text field type FYI! Check mark Auto Send after 1 minute.

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

9. Select the email you want to Forward and click the Quick Step Forward to Supervisor
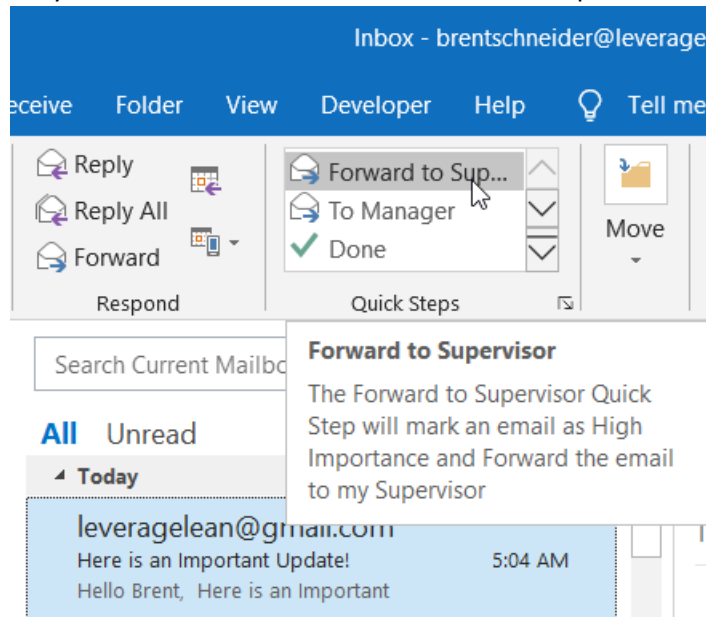
10. The email will appear to your Outbox
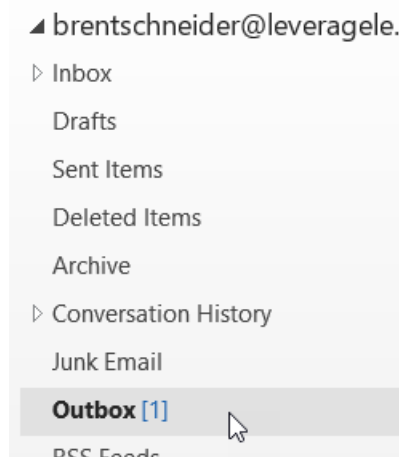
11. After waiting 1 minute in the Outbox the email will be sent