

## 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

## 1. Click the More arrow in the Quick Steps group



## 2. From New Quick Step select Forward To





brentschneider@leveragelean.com





3. Enter a Name of your new Quick Step

First Time Setup	?	×
First Time Setup   After this Quick Step is created, you do not have to enter this information again.   Image: Name: Forward to Supervisor Image: Super		
Actions Forward To	¥@	
<u>O</u> ptions 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	?	×
First Time Setup   After this Quick Step is created, you do not have to enter this information again.   Image: Name: Forward to Supervisor   Actions		
Forward To leveragelean@outlook.com	<b>\$</b> @	
<u>O</u> ptions Finish		Cancel

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

Actions Forward To	<b>%</b>
Options	F <u>i</u> nish Cance



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

Edit Quick Step		×
Name: Forward to Supervisor		
Edit the actions the quick step performs.		
Actions		_
G Forward	$\sim$	×
To leveragelean@outlook.com	<b>\$</b> @	
<u>Sh</u>	<u>ow Options</u> ≯	

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.

Forward			
Т <u>о</u>	leveragelean@outlook.com		2
		Hide Options	~
	Add Cc Add Bcc		
S <u>u</u> bject:	FW: <subject></subject>		
<u>F</u> lag:	No Flag 🗸 🗸		
Importance:	Importance: High 🗸		
Te <u>x</u> t:	FYI!		

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

Optional —				
S <u>h</u> ortcut key:	Choose a shortcut \vee			
<u>T</u> ooltip text:	The Forward to Supervisor Quick Step will mark an email as High Importance and Forward the email to my Supervisor			
	Save Cancel			

y in

10





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

			Inbox - bre	entschneid	der@I	everage
eceive	Folder	View	Developer	Help	Q	Tell me
Re Re Re	eply eply All prward	ē -	G Forward to S G To Manager ✓ Done	чр С	M	love
	Respond		Quick Steps	Г	2	
Sea	rch Current	Mailbo	Forward to Supervisor The Forward to Supervisor Ouick			
All Unread Today			Step will mark an email as High Importance and Forward the email to my Supervisor			
le He He	everagele ere is an Imp ello Brent, F	an@gr portant U lere is ar	nan.com pdate! Important	5:04 AN	1	

- 10. The email will appear to your Outbox
  - ⊿ brentschneider@leveragele...

▷ Inbox
Drafts
Sent Items
Deleted Items
Archive
Conversation History
Junk Email
Outbox [1]
RSS Foods

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

All	Unread	*	Newest ↓
. ▲ Te	oday		
В н	rent Schneider ere is an Important Update!	5:	! 16 AM



