Department Email

{Outlook Quick Steps Series}

Read How PDF   **See How** ▶

Outlook

LEVERAGE&LEAN

Department Email

{Outlook Quick Steps Series}

Outlook

1. Open Outlook

2. Click the More arrow in the Quick Steps group
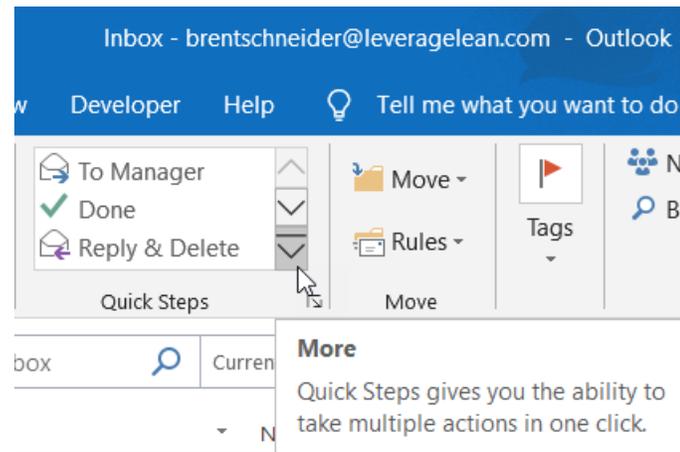
3. Navigate to New Quick Step
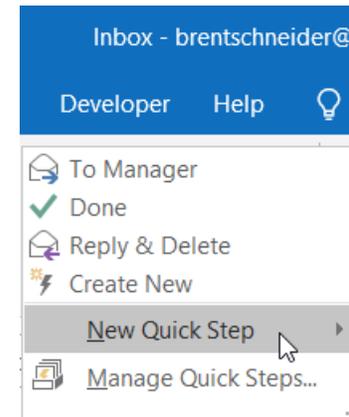
4. Select New E-mail To…
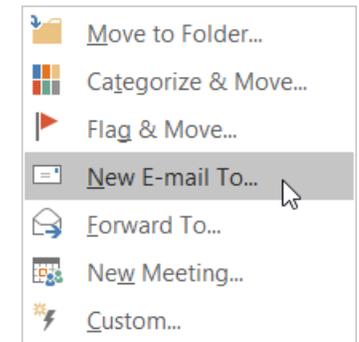
Department Email

{Outlook Quick Steps Series}

Outlook

5. From the First Time Setup popup complete the Name and To fields. If you want your Quick Step to do more click Options

6. The Edit Quick Step popup will appear where you can enter a name for your new Quick Step

7. Under the New Message action enter in the email recipients

First Time Setup

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

Name: New email to:

Actions

☑ New Message   To...

Options   Finish   Cancel
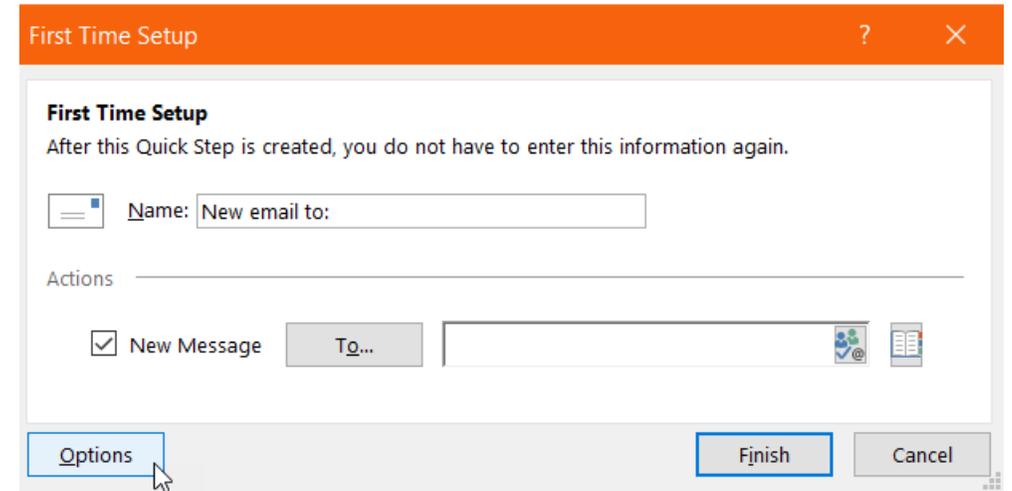
Click here to add more actions, change the icon, or add a tooltip.

Edit Quick Step

Name:
Department Email

Edit the actions the quick step performs.

Actions

New Message

To...   leveragelean@outlook.com; leveragelean@gmail.com;

Show Options
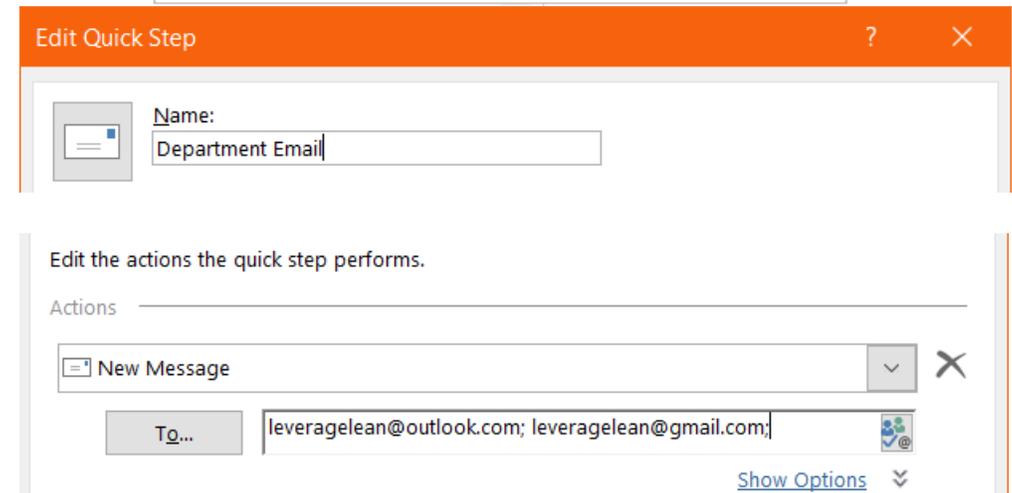
Department Email

{Outlook Quick Steps Series}

Outlook

8. Click Show Options. More email settings will display that can be adjusted

9. Update the Subject with [Attention Department]

10. In the Text field enter in Hello Department,

New Message

To... | leveragelean@outlook.com; leveragelean@gmail.com

Show Options

To... | leveragelean@outlook.com; leveragelean@gmail.com

Hide Options

Add Cc   Add Bcc

Subject: [Attention Department]
Flag: No Flag
Importance: No Change
Text:

☐ Automatically send after 1 minute delay.

Add Cc   Add Bcc

Subject: [Attention Department]
Flag: No Flag
Importance: No Change
Text: Hello Department,

☐ Automatically send after 1 minute delay.

Department Email

{Outlook Quick Steps Series}

Outlook

11. Select a Shortcut key and enter a description in the Tooltip text field

Optional
Shortcut key: Choose a shortcut
Tooltip text: Send an email to the Department

Save   Cancel

12. Click your new Quick Step

Department Em...
To Manager
Done
Quick Steps
Department Email
Send an email to the Department

Move
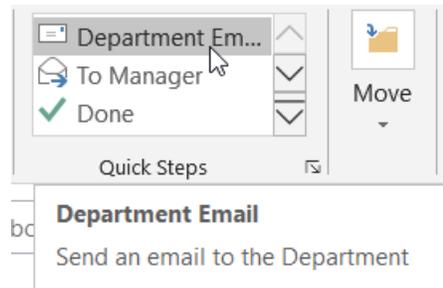
13. A new email appears with the email recipients, subject field and email body updated

From   brentschneider@leveragelean.com
To...   leveragelean@outlook.com; leveragelean@gmail.com
Cc...
Subject   [Attention Department]

Send

Hello Department,

Stay Awesome,
Brent Schneider
brentschneider@leveragelean.com

LEVERAGE&LEAN

Leverage & Lean LLC
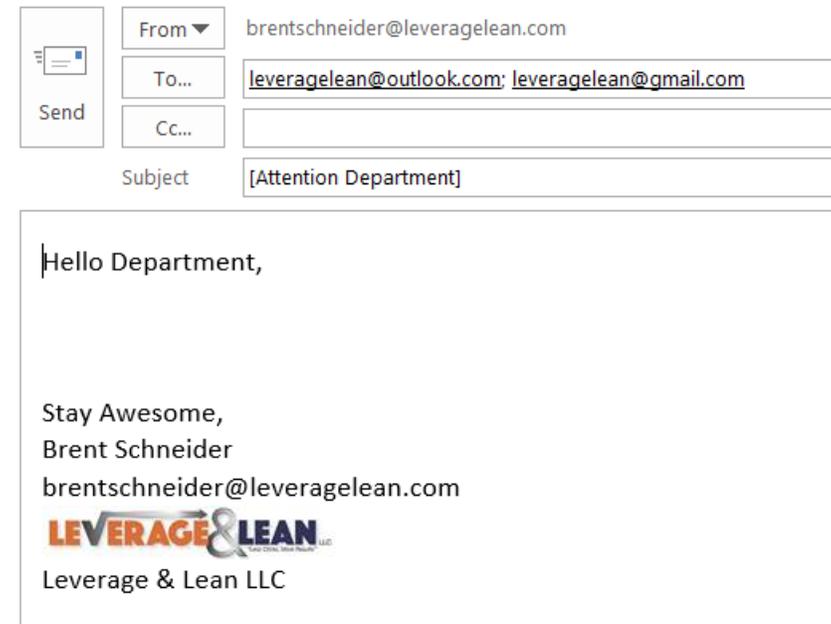
Thanks for reading Stay Awesome!