



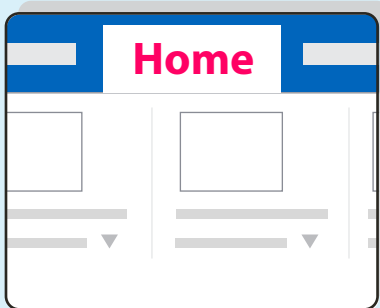
# Manage Emails with Quick Steps - Outlook



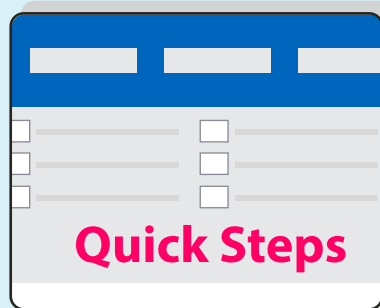
## Top Tip



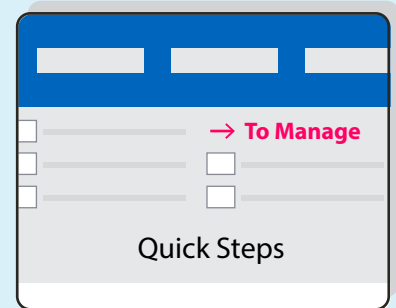
Use Quick Steps in Outlook to execute specific actions on individual emails.



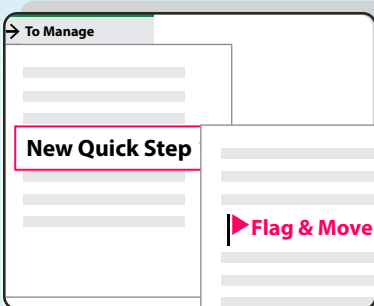
Open Outlook and go to the **"Home"** tab.



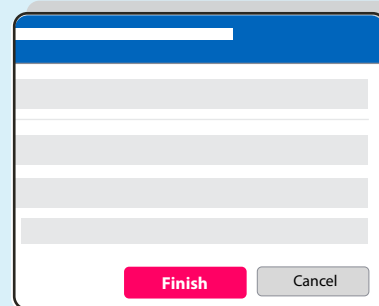
Click on the **"Quick Steps"** group.



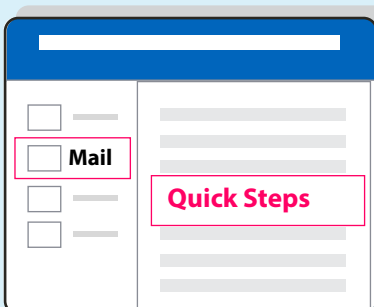
Access the **"Manage Quick Steps"** dialogue by clicking the diagonal arrow.



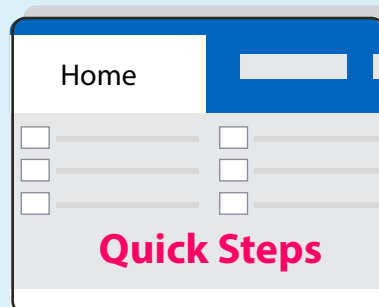
Click on **"New"** and choose the actions you want the quick step to run, like **"Flag and Move,"** customise options or select a folder.



Click **"Finish"** and **"OK"**.



To use, right-click an email, go to **"Quick Steps,"** and choose the created Quick Step.



Alternatively, use the **"Home"** ribbon, navigate to **"Quick Steps,"** and select.