



A fresh approach to IT support and expertise.

Outlook Quick Steps

Discover how to automate repetitive tasks



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Agenda

- Who we are
- Outlook's Quick Steps
- Recap
- Any questions



What can we do



IT Champion

A fresh approach to IT support and expertise.

Your IT experts

Our support technicians, service delivery team and technology leads all hold certifications in IT Support, cyber security and network infrastructure. With decades of experience in the real world that enables us to fix an IT query quickly.



Modern Work

Supporting all our users

Under your organisation's support plan users have access to lots of resources so you can get the most out of us.

- Support from Monday to Friday from 7.30 am – 6.30pm
- Front line support within an average of 35 seconds
- FREE monthly Cyber Awareness training
- FREE monthly tips and tricks
- Client area – handy guides and links to resources

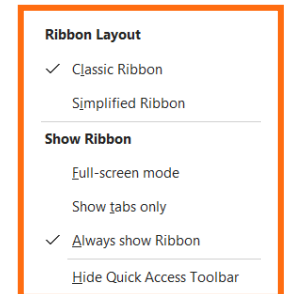
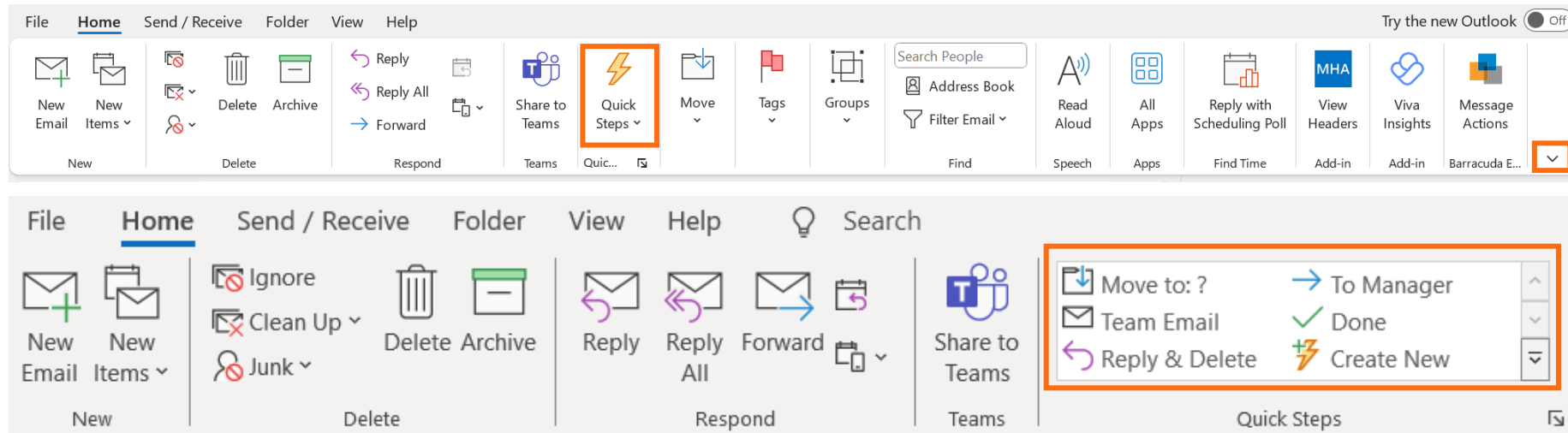
it-champion.co.uk/client-area

Quick Steps



What are Outlook's Quick Steps

- Automate common or repetitive Outlook tasks
- Set of default quick steps
- Available for Windows desktop apps and Outlook online
- Easy to find under the 'Classic ribbon'



Quick Steps

- Reply and delete
- Categorise and move
- Flag and follow-up
- Create your own



Reply and delete

Speedy replies

- Great for quickly, and politely replying to unsolicited emails in your inbox
- The annoying bit is that this quick step is not available online or for OS



Quick steps are instant

Rules look at the whole inbox and take longer to activate



Categorise and move

Organise and file in seconds

- Effortlessly move emails to folders and label them for easy retrieval
- Great for managing projects and different types of emails



Quick way to group

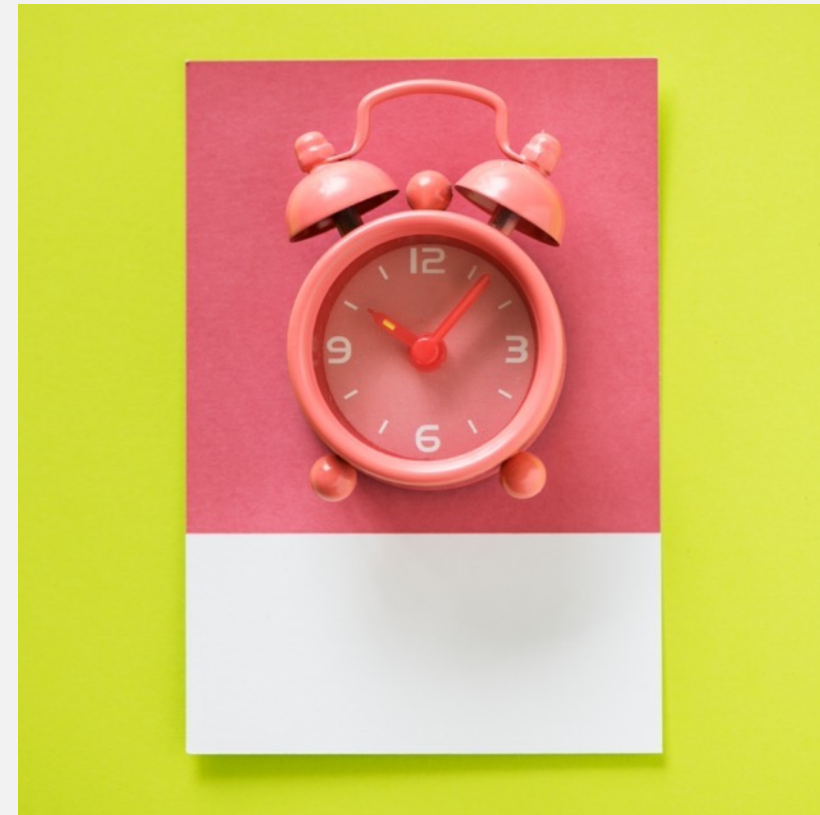
Eliminate multiple steps with on click or shortcut



Flag and follow-up

Swift time management hack

- Enable your future self to complete tasks on time and reply to emails before being chased
- Simple flags: today, tomorrow, next week
- Add extra steps that suit your needs



Quick way prioritise

Never lose or forget important or urgent emails.



Customise your own

One-click instant step

When do you do most Outlook admin?

Think about the repetitive activities you do in Outlook.

Create quick steps to help reduce the time you spend doing these tasks to free up your precious time.





A fresh approach to IT support and expertise.

Hope you enjoyed the session

Why not join us for our next tips and tricks session?

Visit <https://www.it-champion.co.uk/it-training/monthly-tips-tricks/>