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Microsoft Office Outlook 2010 Quicksteps

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Start using Outlook 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful communications application. Follow along and quickly learn how to send, receive, and manage e-mail; enter contacts; schedule appointments; track tasks; keep a journal; use notes; manage files and folders; and set up instant messaging.

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In the Quick Steps group, in the Quick Steps gallery, select the Create New Quick Step. In the Name box, type a name for the new Quick Step. Select the icon button next to the Name box, select an icon, and then select OK. Under Actions, choose an action that you want the Quick Step to do.

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To add a new Quick Step, click the “ Create New ” option in the Quick Steps box. This opens up a new window where you can name your quick step and choose the actions you want it to perform. When you click the “ Choose an Action ” drop-down menu, you get a list of possible actions, each of which may give you additional options to select.

~~A Guide to Quick Steps in Microsoft Outlook~~

Quick Steps are stored in the mailbox/PST, in a hidden folder, where every Quick Step is stored as a message. You may export the PST and import the PST to the user if possibly.

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Customize Quick Steps. If you 're using Outlook 2010 you 'll notice the new Quick Steps section in the Ribbon. There are some included by default and they can be customized. To configure or change Quick Steps, on the Home Tab, use the dropdown arrow in the Quick Steps box, then select Manage Quick Steps.

~~Create and Customize Quick Steps in Outlook 2010~~

Follow along and quickly learn how to send, receive, and manage e-

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mail; enter contacts; schedule appointments; track tasks; keep a journal; use notes; manage files and folders; and set up instant messaging. Get up to speed on Outlook 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts:

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Export Customized Views/Quick Steps- Outlook 2010 Is there any way to export the customized views? for example, If I customize Compact or Single or even I create my own view via "Manage views", is there any way by which I can export these settings (customized views) so that I can apply it to another Outlook in a different computer or just keep it as a backup for re-installation purposes?

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