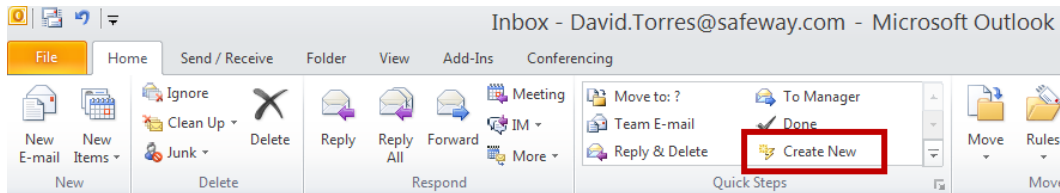
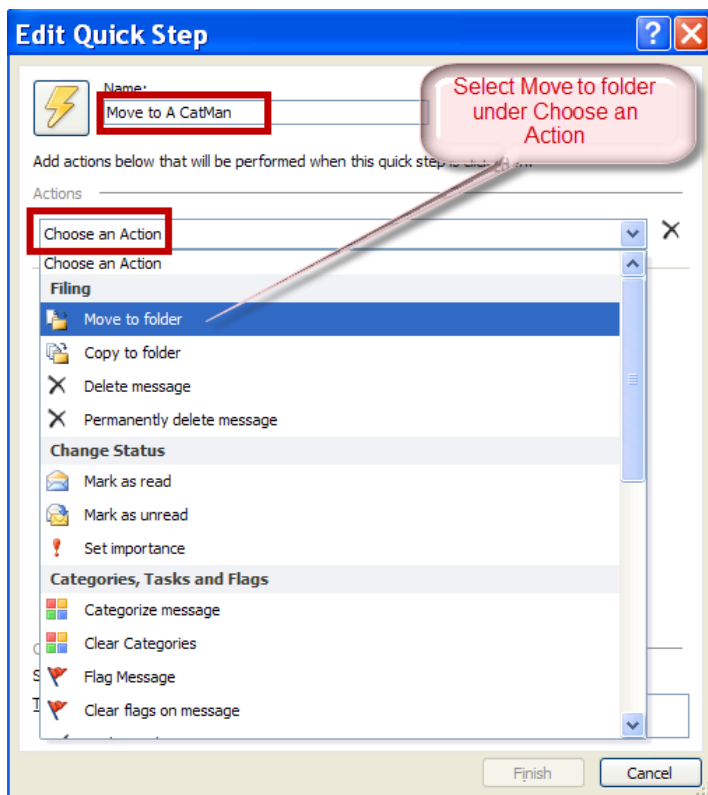


File Messages with One Click in Outlook

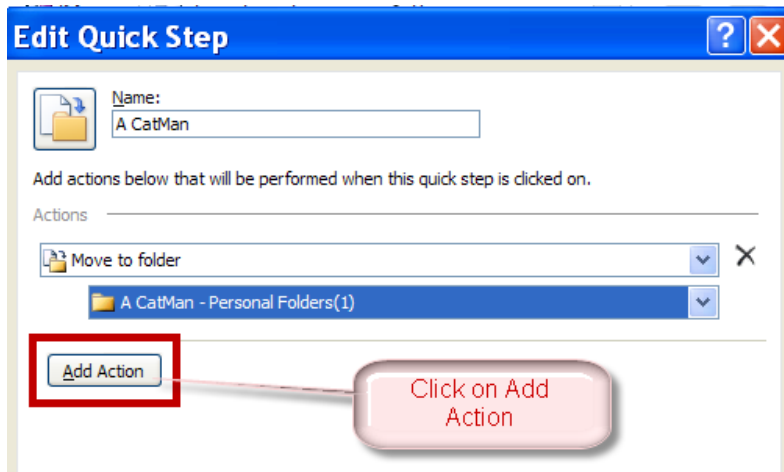
1. Go to the *Home* tab in the main Outlook window's ribbon. Click *Create New* under *Quick Steps*.



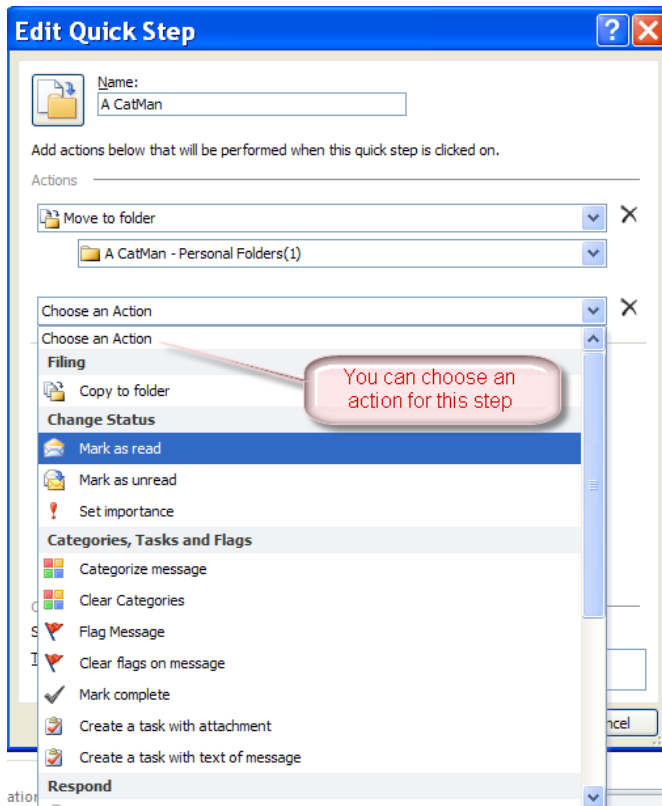
2. In this window Name your new “Quick Step Action” in this example it was named “Move to CatMan”
3. In the Drop down Choose an Action you have several options to choose from in this example “Move to Folder” was chosen



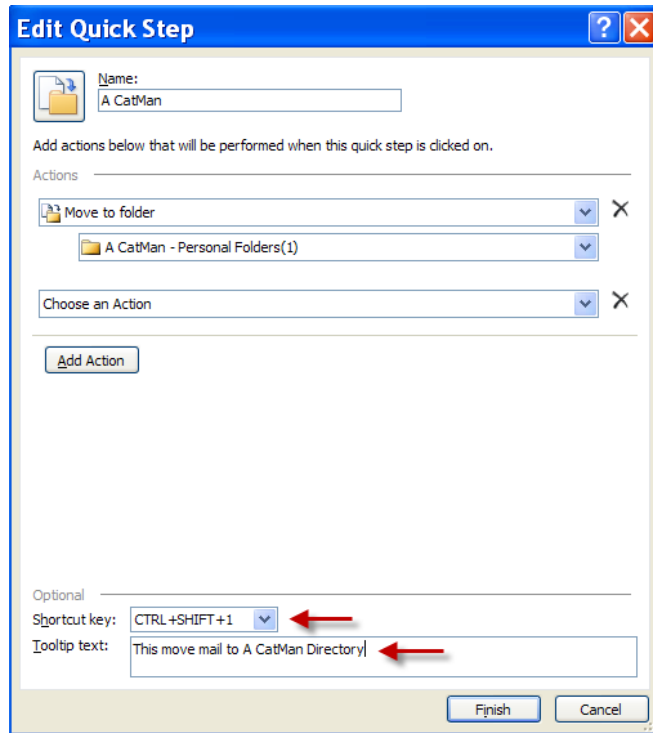
4. In the next window click on Add Action button to add the next option to the window



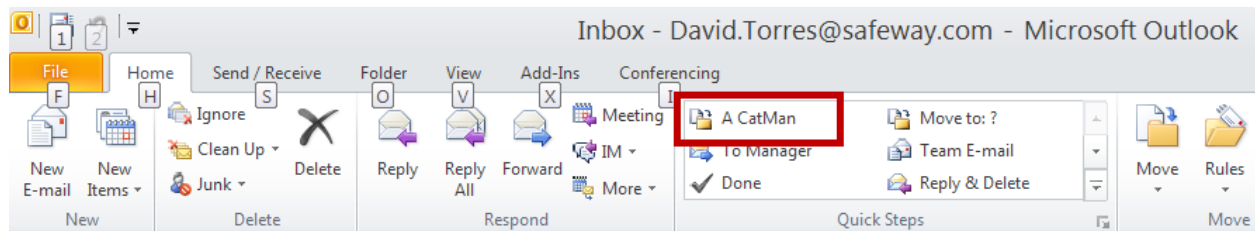
5. In the drop down you have the choice of several actions in this example "Mark as Read"



6. At the bottom of this window where the two red arrows are pointing choose a shortcut key from the drop down
7. Enter a description of what your Quick Steps Action does. This shows up when you roll over the text of the action



8. Here is my new Quick Step Action



9. Now, to file a message quickly:
 - Open or highlight the message, messages, conversation or conversations you want to file
 - Go to the *Home* tab in the ribbon
 - Click the action you set up before under *Quick Steps*
 - Your email will be moved to the A CatMan folder