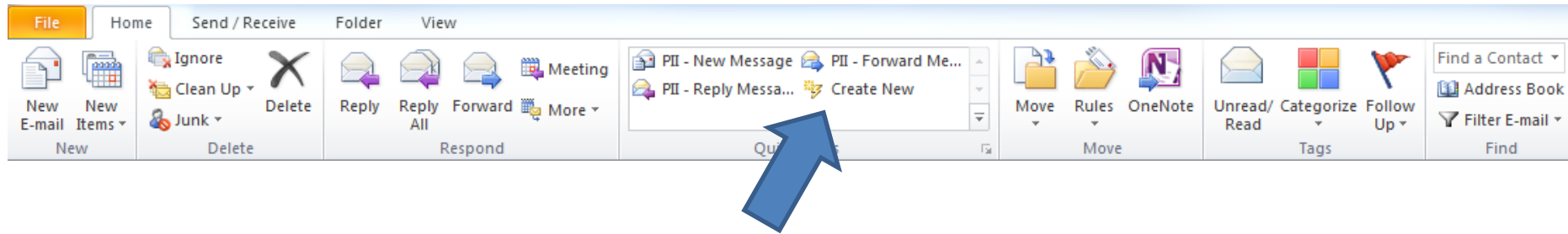


# Adding a Quick Step to Insert PII Marking Requirements to Your Email

COMSUBPAC N66

LT Christopher Martin


# Creating a New Quick Step



- Open Outlook and click “Create New” in the Quick Step Box



# Creating a New Quick Step

Edit Quick Step

 Name:

Add actions below that will be performed when this quick step is clicked on.

Actions

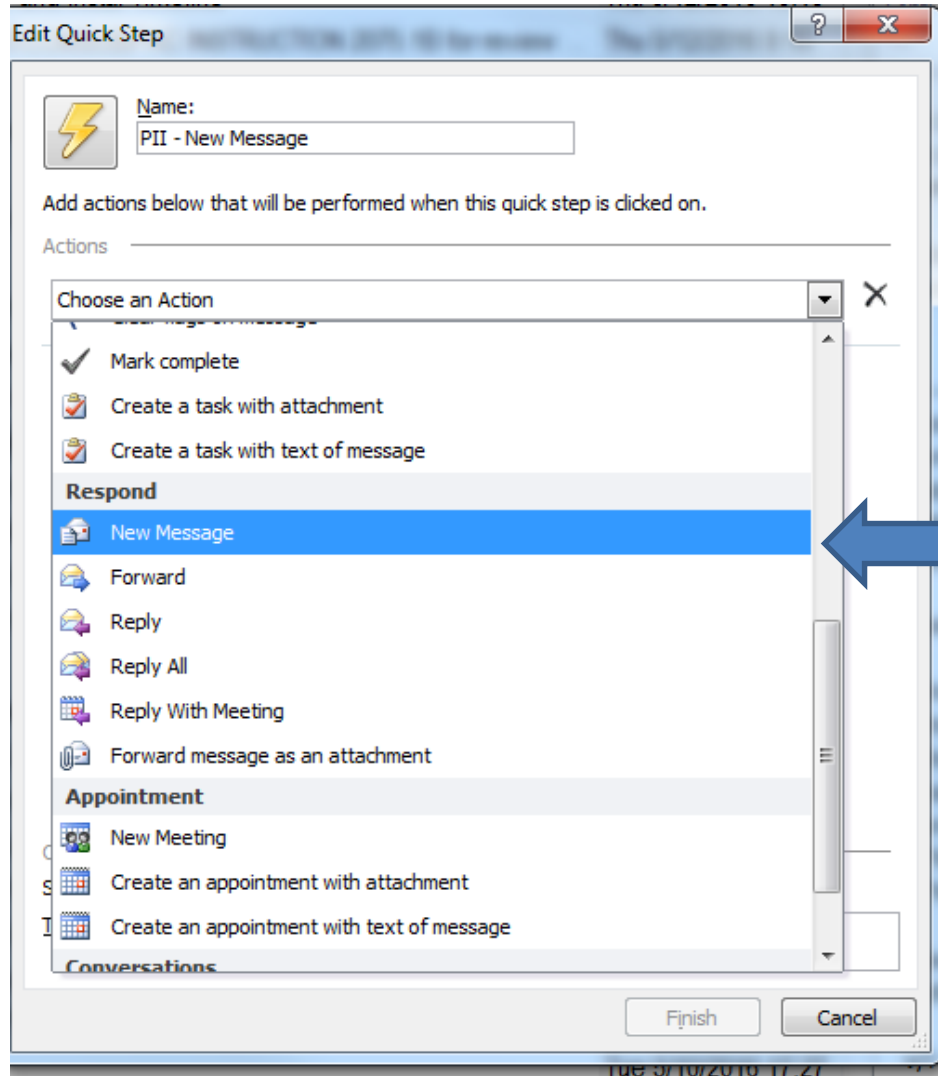
Optional

Shortcut key:

Tooltip text:

- In the Edit Quick Step box that appears enter replace the “My Quick Step” Name with “PII – New Message”

# Creating a New Quick Step



- Click the Drop Down Arrow next to “Choose an Action” and select “New Message”

# Creating a New Quick Step

Edit Quick Step

Name: PII - New Message

Add actions below that will be performed when this quick step is clicked on.

Actions

New Message

To...

Hide Options

Add Cc Add Bcc

Subject:

Flag: No Flag

Importance: No Change

Text:

Automatically send after 1 minute delay.

Add Action

Optional

Shortcut key: Choose a shortcut

Tooltip text: This text will show up when the mouse hovers over the quick step.

Finish Cancel

- Click “Show Options” and add to the Subject and the Text the following information:
  - Subject
    - <Subject> - "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE"
  - Text
    - "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties"

# Creating a New Quick Step

**Edit Quick Step**

Name: PII - New Message

Add actions below that will be performed when this quick step is clicked on.

Actions

New Message

To...

Hide Options

Subject: <Subject> - "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE"

Flag: No Flag

Importance: No Change

Text: "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties"

Automatically send after 1 minute delay.

Optional

Shortcut key: Choose a shortcut

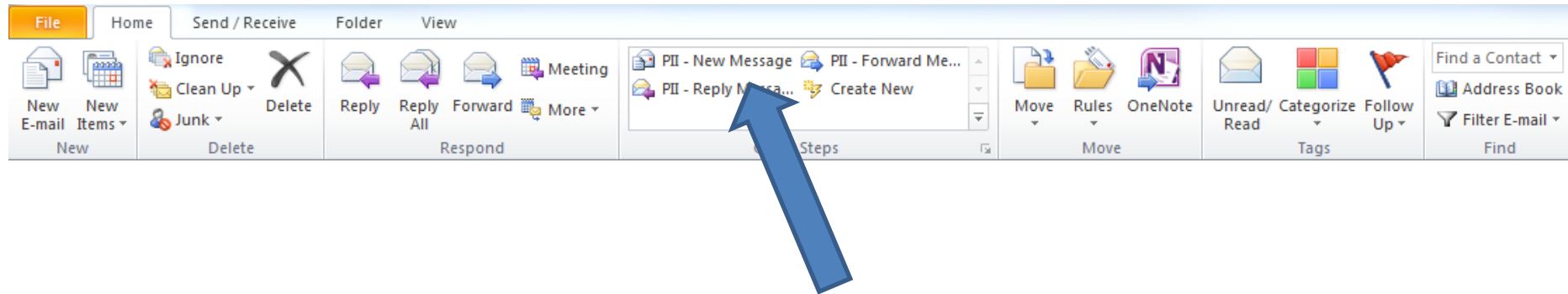
Tooltip text: Choose a shortcut when the mouse hovers over the quick step.

Finish Cancel

CTRL +SHIFT +1  
CTRL +SHIFT +2  
CTRL +SHIFT +3  
CTRL +SHIFT +4  
CTRL +SHIFT +5  
CTRL +SHIFT +6  
CTRL +SHIFT +7  
CTRL +SHIFT +8  
CTRL +SHIFT +9

- Select an available SHORTCUT Key for the Quick Step that you will remember.
- Then click FINISH

# Creating a New Quick Step



- The new Quick Step will appear in the Quick Steps Box on your Outlook bar and is available by pressing your SHORTCUT Key when using Outlook.
- If desired you can set up Quick Steps for Replying to Messages or Forwarding Messages as well.