

Microsoft Office Outlook 2007 Quicksteps

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This helps you quickly manage your mailbox. For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click. Or, if you forward messages to your manager or peers, a one-click Quick Step can simplify the task. or The Quick Steps included with Outlook can be customized.

Automate common or repetitive tasks with Quick Steps - Outlook

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