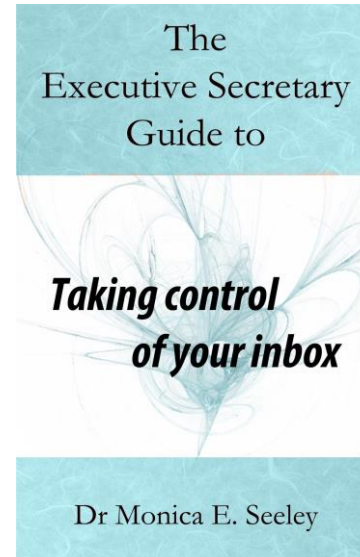
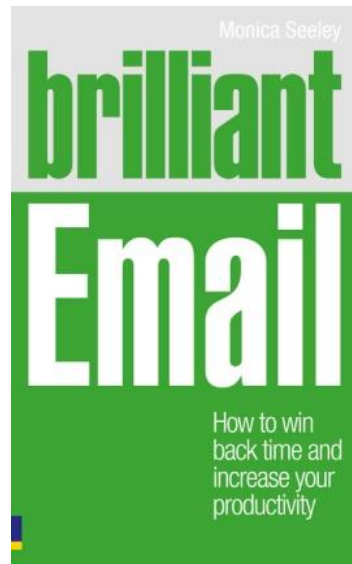


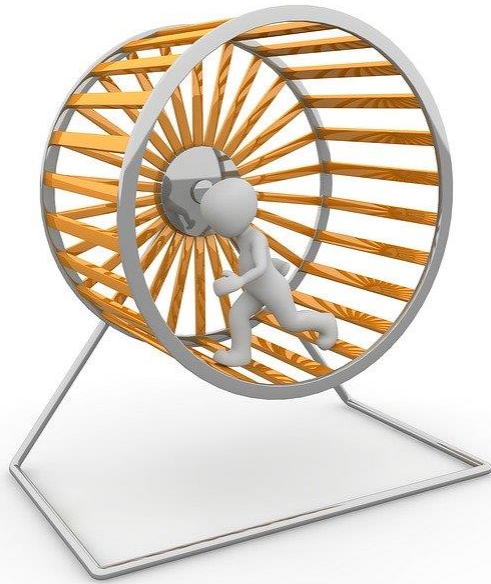
Save Time Sending Emails Using Quick Parts & Quick Time

With Monica Seeley

www.mesmo.co.uk



The Challenge



- ▲ Sending the same content to different people
- ▲ Taking the same action on emails many times

What You will Learn Today

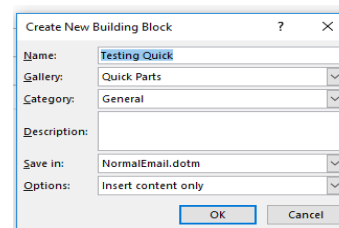
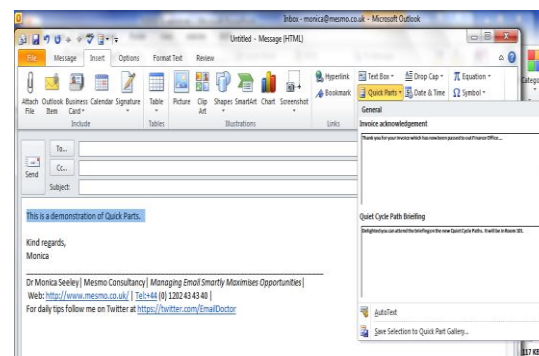
- ▲ Save yourself time
- ▲ Be more efficient
- ▲ Reduce the risk of a breach of security and confidence
- ▲ Improve compliance to GDPR



- ▲ Create templates of reusable text – Quick Parts
- ▲ One stop button for multistep actions – Quick Steps

Quick Parts – Creating & Reusing Templates

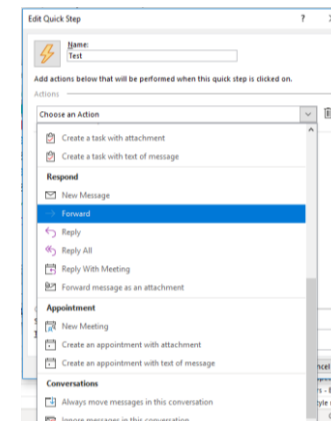
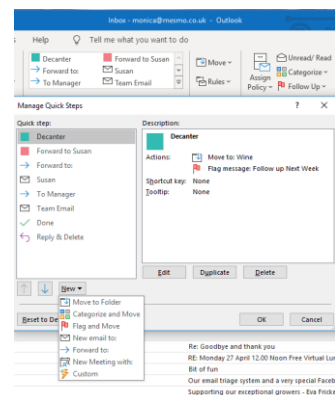
- 1) Open a new email and click in the body of the it.
- 2) Compose the text.
- 3) Highlight it and from the Insert Tab, click on Quick Parts. Click on Save Selection to Quick Parts Gallery.
- 4) Complete the Create New Building Block dialogue box
- 5) To re-use the template in a new email place the cursor in the body of the email and click on Quick Parts and select the required template.



Quick Steps

One Action Buttons to Execute Multiple actions

- 1) Click on the down arrow of the – Quick Steps box and select New from drop down menu.
- 2) Pick Custom.
- 3) Give the new Quick Step a name.
- 4) Add the first action by clicking on the Choose an Action down arrow.
- 5) Add the next action. Keep adding actions until you have finished.
- 6) Click Finish when all the actions are listed. Then click OK.





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Next Week

Live Video Conferencing

What have we learned and what do we do now

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