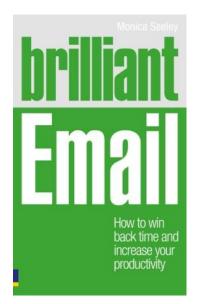
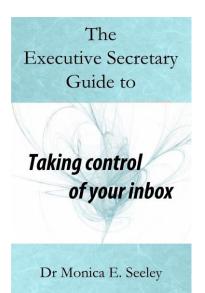
Save Time Sending Emails Using Quick Parts & Quick Time

With Monica Seeley www.mesmo.co.uk

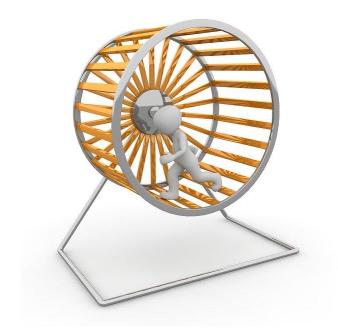








The Challenge



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

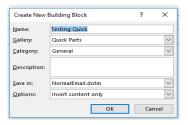




Quick Parts – Creating & Reusing Templates

- Open a new email and click in the body of the it.
- 2) Compose the text.
- 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.

Message Inset Options	Format Text Review	B Hyperlink	Tert Box * Δ Drop Cap * Π Equation * Queck Parts * Queck Parts * Sphol * General		
Include	Tables Illustrations	Links	Invoice acknowledgement		
Concentration of Quick Parts.			Quiet Cycle Path Briefing Destroyour and enterthetendrawith was Destroyo Path. Twitte in New 20.		
			and an international second		
	y] Managing Emol Smartly Maximises Opportunities]	<u></u>			
Monica	1:+44 (0) 1202 43 43 40		adolinet		



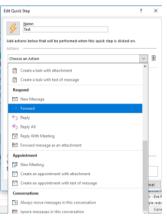




Quick Steps One Action Buttons to Execute Multiple actions

- 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.

Inbar - m	onica@mesmo.c	o.uk - Outlook		0
Help ♀ Tell me what y ■ Decanter ■ Forward → Forward to: ♡ Susan → To Manager ♡ Team Er	i to Susan 🔒	Move ~	Assian BC	nread/ Read ategorize ~ sllow Up ~
Manage Quick Steps				? ×
Quick step:	Description:			
Forward to Susan Forward to Susan Susan Susan To Manager Team Email Once Reply & Delete	Actions: Shortcut key: Jooitip:	Move to: W Flag messa None None	line ge: Follow up Ne Delete	st Week
↑ ↓ Mew •		-	A	
Beset to De Categorize and Move			OK	Cancel
→ Forward to:	p t	lit of fun	i thank you pril 12.00 Noon Fr system and a very	
		upporting our e	xceptional growe	rs - Eva Fricke,











Questions after the session: Post in Mesmo Consultancy on <u>Facebook</u> or <u>LinkedIn</u>

For more programs and resources

SawbuckSeminars.com and Mesmo.co.uk

Next Week

Live Video Conferencing What have we learned and what do we do now <u>Click Here to Register</u>





MelissaEsquibel.com

Trainer