Overview

If you often need to reply to messages with boilerplate text, the quickest way to do this is to use **Quick Steps**, which is a new feature in Outlook.

Creating a custom “Reply With” **Quick Step** with boilerplate text is quite easy to do:

1. Right click on any existing **Quick Step** and choose: **New Quick Step**
   - Alternatively, you can click the “**More**” icon in the **Ribbon** and highlight **New Quick Step** and the select **Custom** from the menu.

2. The **Edit Quick Step** dialog box will then open.
3. Under **Name** give your “Reply with” **Quick Step** a name.

4. From the “Choose an Action” list, choose: **Reply**

5. At the top of the dialog, you can specify a more suitable name for the **Quick Step**.
   - You can also click on the icon button next to it to change the icon of the **Quick Step**.

6. Click on the “**Show Options**” link below.
7. Type in your boilerplate text.
   - There is no need to type your signature; Outlook will automatically add this when using the Quick Step!
   - There is no need to specify the “To:” field; Outlook will automatically fill in the address of the original sender when using the Quick Step.
   - The “<subject>” variable will automatically be replaced with the original subject of the message!

8. Optionally:
   - Specify other reply options such as “Cc”, “Bcc”, “Follow Up flag”, and “Importance”.
   - Specify a keyboard shortcut and a description for the Quick Step which will be displayed as a Tooltip.
   - Have the message sent automatically after 1 minute.
   - Add additional actions such as moving it to a specific folder, assigning it to a specific category or marking it as read (which isn’t done automatically when replying via a Quick Step).
Name: Reply - Inquiry latest offerings

Edit the actions the quick step performs.

Actions

Reply

Subject: RE: <subject>

Flag: No Flag

Importance: No Change

Text:
Dear Sir/Madam,

Thank you very much for your inquiry. An overview of our latest offerings can be found at the following URL:

Automatically send after 1 minute delay.

Mark as read

Add Cc
Add Bcc

Shortcut key: CTRL+SHIFT+1

Tooltip text: Inquiry reply with URL to latest offerings

Save Cancel