

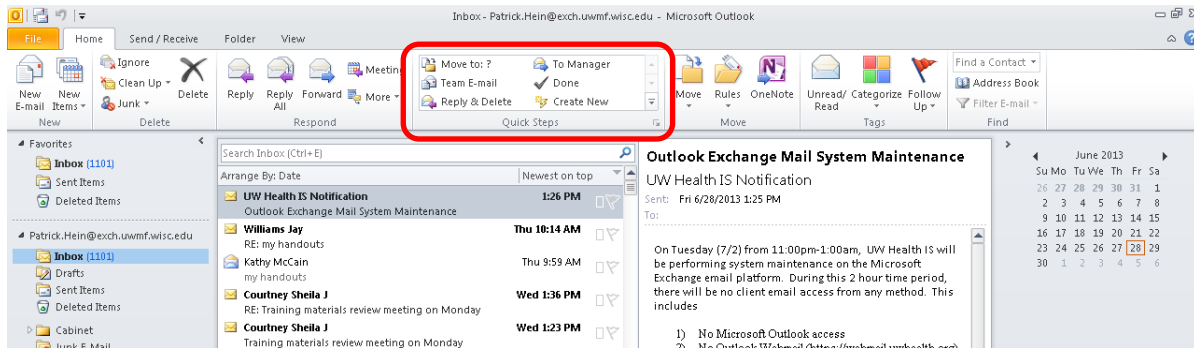
# Automating with Quick Steps

**Quick Steps** are easy-to-use one-click buttons that perform several actions at once. For example, they can be used to automatically send incoming emails to a specific folder and then mark the email as read.

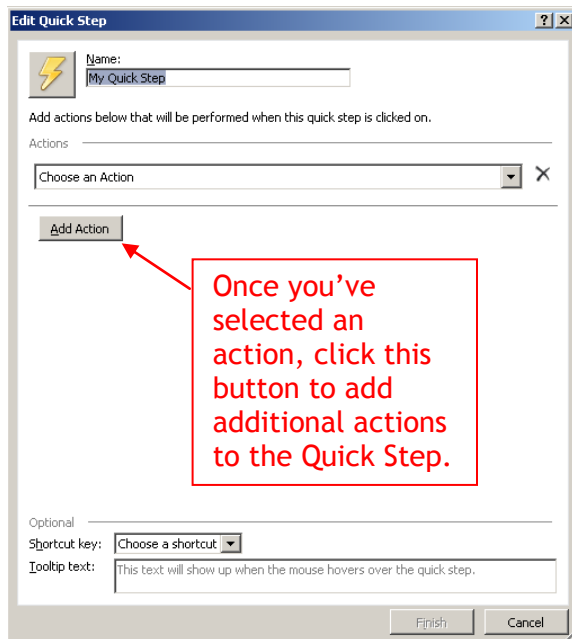
In this example, we'll create a **Quick Step** that will permanently delete an item. This essentially combines the action of deleting an item with the action of emptying the *Deleted Items* folder into one quick click of a button.

To create a **Quick Step**:

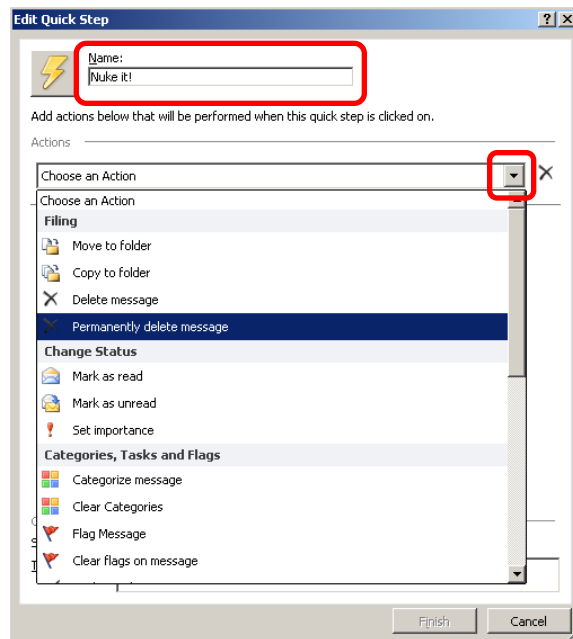
1. Locate the **Quick Steps** group on the *Home* ribbon.



2. Within this group, click **Create New**.



3. Provide a name for your Quick Step, and choose an action from the *Choose an Action* dropdown list.



4. Click **Finish**. Your Quick Step now appears within the **Quick Steps** grouping.

