Adding a Quick Step to Insert PII Marking Requirements to Your Email

COMSUBPAC N66

LT Christopher Martin
Creating a New Quick Step

- Open Outlook and click “Create New” in the Quick Step Box
Creating a New Quick Step

- In the Edit Quick Step box that appears enter replace the “My Quick Step” Name with “PII – New Message”
Creating a New Quick Step

• Click the Drop Down Arrow next to “Choose an Action” and select “New Message”
Creating a New Quick Step

• Click “Show Options” and add to the Subject and the Text the following information:

  – Subject
    • <Subject> - "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE"

  – Text
    • "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties"
Creating a New Quick Step

- Select an available SHORTCUT Key for the Quick Step that you will remember.
- Then click FINISH
Creating a New Quick Step

- The new Quick Step will appear in the Quick Steps Box on your Outlook bar and is available by pressing your SHORTCUT Key when using Outlook.

- If desired you can set up Quick Steps for Replying to Messages or Forwarding Messages as well.