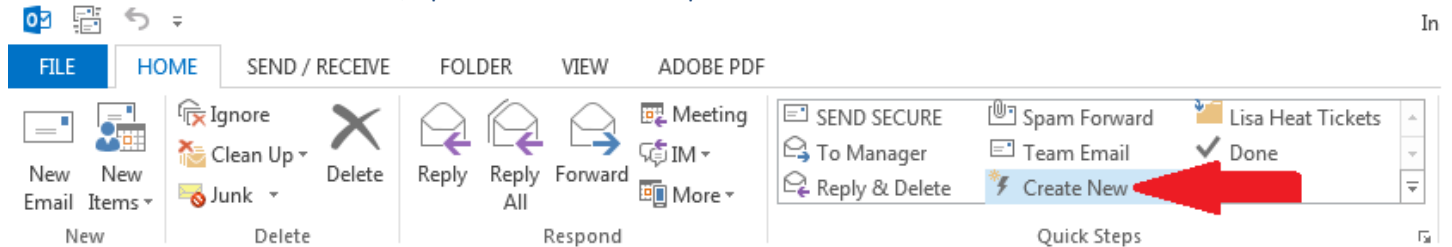


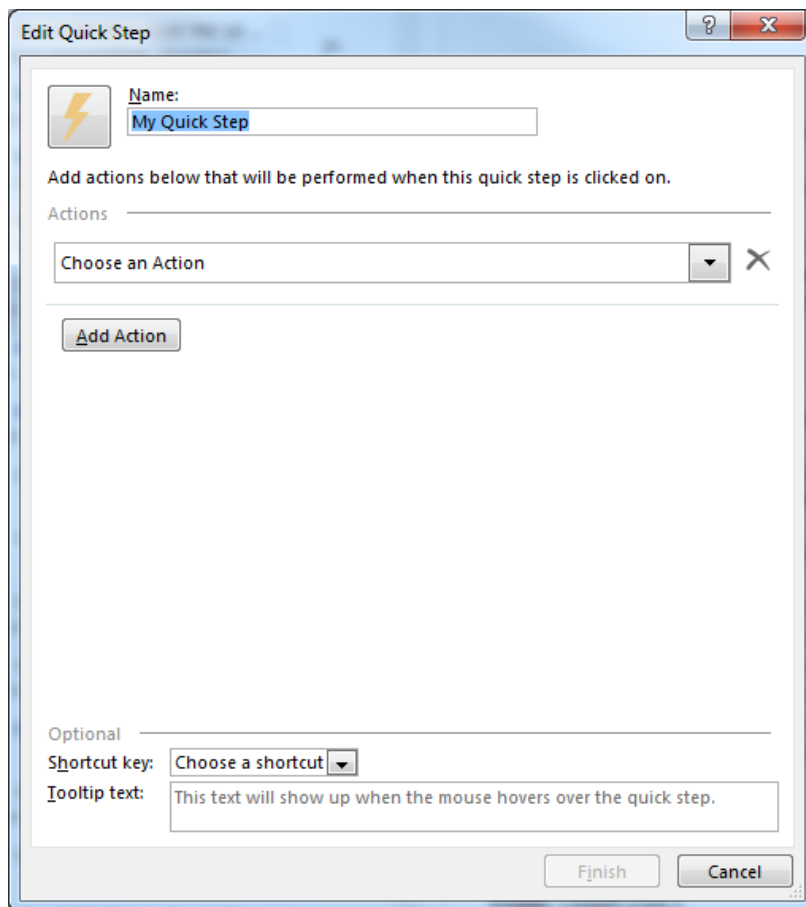
## How to create a [SEND SECURE] Quick Step Button

Use the “Quick Steps” feature on the Outlook Tool bar in the Outlook client to build an automated process for using the [SEND SECURE] email feature.

A. First click on the Create New, option in the Quick Steps box:



B. You will then see the following box, name the Quick Step “SEND SECURE”. In the Choose an Action box, select the “New Message” option (located under the “Respond category”).



C. Click the “Show Options” link as indicated below:

**Edit Quick Step**

Name:

Add actions below that will be performed when this quick step is clicked on.

Actions

X

To...

[Show Options](#)

Optional

Shortcut key:

Tooltip text:

D. Fill in the subject line with the proper formatting included “[SEND SECURE]” and click the Finish Button at the bottom.

**Edit Quick Step**

Name:

Add actions below that will be performed when this quick step is clicked on.

Actions

X

To...

[Hide Options](#)

Subject:

Flag:

Importance:

Text:

Automatically send after 1 minute delay.

Optional

Shortcut key:

Tooltip text:

Now all you will need to do is click on the “Quick Step” option for “SEND SECURE” next time you need to send secured message and new email will open with correct subject line format.

