How to Quarantine Emails Using the Quick Step

To quarantine DCL3 e-mail in Outlook using a Quick Step, take the following steps.

- 1. You can sort your categories in the e-mail list by clicking the *Category* header in the inbox. This will separate your e-mails by category. You will see the DCL3 data containing e-mails you marked with the *IF* category. They should appear at the top of the e-mail list or at the bottom.
- 2. There are multiple ways to move the *IF* category e-mails.
- You can click and drag each e-mail to the DCL3 Emails folder or select multiple folders and then click and drag.
- Another way is to use the Move to IF quick step, you have made earlier by selecting the e-mails and pressing the button in the Quick Step group or by using the assigned shortcut key while having the e-mails selected.







How to Quarantine Emails Using the Quick Step

- Remember to go through all of your folders to check for *IF* categorized e-mails.
- 8arfield KBarfield1@trcc.commet.edu Outlook FLE HOME SEND / RECEIVE FOLDER VIEW
 New
 One-Click Schedule
 Schen Up-Sumk Delete
 Reply
 Ferry
 Ferry
 More to IF
 More to IF
 More to IF
 More to IF
 If
 If
 If
 If
 More to IF
 If New New Email Itoms-New Webz New Webz New Webz New Webz Respond Quick Steps 4 Mare Ta Search Bartield (Chri-SILD & PROM Inbux 53 SUBJECT # Date Yesterday Students 1 Date Yestenwy
 Barfield, Kem IF Demo Attached File Sent Items Barfield, Kem Carfield, Kem Ca Drafts [8] Unread Mail Rostint, Com of the MIT THE CAR WHE ... Deleted Items 5 flarfield 2 DCL3 Emails → Kliarfield1@trcc.commet.edu > Drafts (8) Deleted Items 5 Sent Items



TDLC2