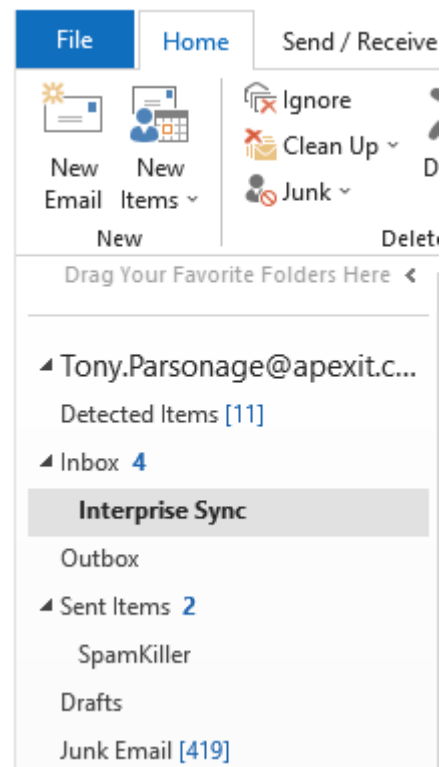
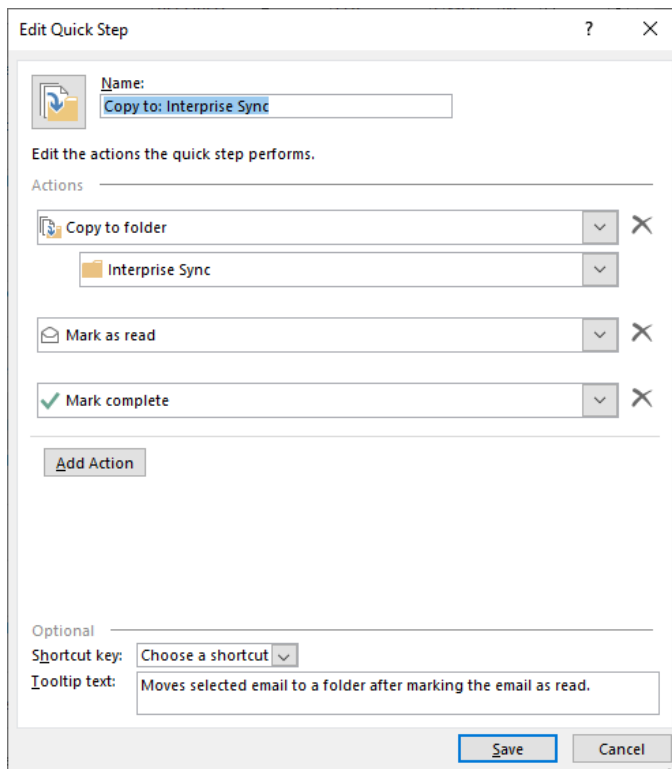


Note 365 Quick Step in Outlook Setup



Rather than sync all emails to Interprise you should be selective. There is no point in copying all emails sent and received as this will not be looked at since a lot of emails are chat or not relevant.

So you can create an Interprise Sync folder for important emails.

You could drag emails into the Interprise Sync folder or copy them. Copying them requires a few clicks but Outlook has a feature called Quick Step to make it easier. This allows you to highlight an email and click the quick step to copy it into the Synch folder. The above image is the setup of the quick step to do just that.