

More Email..

Move Item to Folder	Ctrl & Shift & V
Copy Item to Folder	Ctrl & Shift & Y
Open Address Book	Ctrl & Shift & B
Advanced Find	Ctrl & Shift & F
Send Receive Groups	Ctrl & Alt & S
Create a Search Folder	Ctrl & Shift & P

0800 158 3588

info@computertutoring.co.uk

www.computertutoring.co.uk

Email...

New Message	Ctrl & N
Reply	Ctrl & R
Reply to All	Ctrl & Shift & R
Forward	Ctrl & F
Open Message	Ctrl & O
Mark as Read	Ctrl & Q
Mark as Unread	Ctrl & U
Flag Message	Insert
Search Box	F3
Ctrl & Del	Mute Thread
Next Message	Ctrl & >
Previous Message	Ctrl & <
Send Message	Alt & S
Save Message as Draft	Ctrl & S
Bullet List	Ctrl & Shift & L
Close Window	Alt & F4
Send/Receive	Ctrl & M

Outlook Cheatsheet



Tasks...

New Task	Ctrl & Shift & K
Recurring Tasks	Create Task then Ctrl & G

Contacts...

New Contact	Ctrl & N
New Contact Group	Ctrl & Shift & L
Find Contact	F11
Check Address	Alt & D

Tips..

Quick Steps
Move and flag emails unbelievably fast.
Create Team Emails or forward messages
with ease.

General...

Open Mail	Ctrl & 1
Open Calendar	Ctrl & 2
Open Contacts	Ctrl & 3
Open Tasks	Ctrl & 4
Open Notes	Ctrl & 5
Folder List	Ctrl & 6
Save Item as File	F12
Print	Ctrl & P
Goto Folder	Ctrl & Y
Undo	Ctrl & Z
Spell Check	F7
Add link	Select Text - Ctrl & K
New Mail Message	Ctrl & Shift & M
New Appointment	Ctrl & Shift & A
New Note	Ctrl & Shift & N
Advanced Find	Ctrl & Shift & F
Find or Replace	F4
Find Next	Shift & F4

Calendar...

New Appointment	Ctrl & N
Previous Month	Alt & Pg up
Next Month	Alt & Pg down
Show No Days	Alt & 1 - 9
Goto Date	Ctrl & G
New Meeting Request	Ctrl & Shift & Q
View Day	Ctrl & Alt & 1
View Work Week	Ctrl & Alt & 2
View Full Week	Ctrl & Alt & 3
View Month	Ctrl & Alt & 4
Schedule View	Ctrl & Alt & 5
Change Month View	Alt & +=