



<b>Alt + .</b>	(period) Open the Address Book with the To field selected
<b>Alt + A</b>	Open the Action drop-down menu
<b>Alt + B</b>	Open the Address Book with the BCC field selected
<b>Alt + C</b>	Select message recipients for CC field
<b>Alt + D</b>	Switch to Daily calendar view
<b>Alt + E</b>	Open the Edit drop-down menu
<b>Alt + F</b>	Open the File drop-down menu
<b>Alt + G</b>	Open the Go drop-down menu
<b>Alt + H</b>	Open the Help drop-down menu
<b>Alt + I</b>	Open the Find tool bar / Open the Insert drop-down menu
<b>Alt + J</b>	Move to the Subject field
<b>Alt + K</b>	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
<b>Alt + L</b>	<b>Reply All</b>
<b>Alt + M</b>	Switch to Monthly calendar view
<b>Alt + N</b>	Open the Accounts drop-down menu
<b>Alt + O</b>	Open the Format drop-down menu / Switch to Today calendar view
<b>Alt + P</b>	Open the Message Options dialog box
<b>Alt + R</b>	<b>Reply</b> / Switch to Work Week Calendar view
<b>Alt + S</b>	<b>Send</b>
<b>Alt + T</b>	Open the Tools drop-down menu
<b>Alt + V</b>	Open the View drop-down menu
<b>Alt + W</b>	<b>Forward an item</b> / Switch to Weekly calendar view
<b>Alt + Y</b>	Switch to Daily calendar view

<b>Shift + Tab</b>	Select the previous message header button or field
<b>F1</b>	Open Outlook Help
<b>F3</b>	<b>Activate the Find toolbar</b>
<b>F4</b>	Open the Find window
<b>F7</b>	Spellcheck
<b>F9</b>	<b>Send and receive all</b>
<b>F10</b>	Select File from the Outlook toolbar button
<b>F11</b>	Activate the "Find a contact" dialog box
<b>F12</b>	Save As
<b>Alt + F4</b>	Close the active window

<b>Ctrl + 1</b>	Go to Mail
<b>Ctrl + 2</b>	Go to Calendar
<b>Ctrl + 3</b>	Go to Contacts
<b>Ctrl + 4</b>	Go to Tasks
<b>Ctrl + 5</b>	Go to Notes
<b>Ctrl + 6</b>	Go to Folder List
<b>Ctrl + 7</b>	Go to Shortcuts
<b>Ctrl + 8</b>	Go to Journal
<b>Ctrl + A</b>	<b>Select all</b>
<b>Ctrl + B</b>	<b>Bold</b> when editing a rich text message
<b>Ctrl + C</b>	<b>Copy</b>
<b>Ctrl + D</b>	<b>Delete an item</b> (message, task, contact, etc.)
<b>Ctrl + E</b>	Activate the Find drop-down menu / Center Align when editing a rich text message
<b>Ctrl + F</b>	<b>Forward</b>
<b>Ctrl + J</b>	Open a new Journal Entry from the selected item (message, task, contact, etc.)
<b>Ctrl + K</b>	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
<b>Ctrl + M</b>	<b>Send/Receive all</b>
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + Q</b>	Mark the selected message Read
<b>Ctrl + R</b>	<b>Reply</b>
<b>Ctrl + S</b>	Save a draft message
<b>Ctrl + T</b>	Tab
<b>Ctrl + U</b>	Mark the selected message Unread
<b>Ctrl + V</b>	Paste
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y</b>	Go to Folder
<b>Ctrl + Z</b>	<b>Undo</b>

<b>Ctrl + Backspace</b>	Delete the previous word
<b>Ctrl + End</b>	Move to the end
<b>Ctrl + Home</b>	Move to the beginning
<b>Ctrl + Shift + A</b>	Open a new Appointment
<b>Ctrl + Shift + B</b>	Open the Address Book
<b>Ctrl + Shift + C</b>	Create a new Contact
<b>Ctrl + Shift + E</b>	Open a new folder
<b>Ctrl + Shift + F</b>	Open the Advanced Find window
<b>Ctrl + Shift + G</b>	Flag message for follow up
<b>Ctrl + Shift + J</b>	Open a new Journal Entry
<b>Ctrl + Shift + K</b>	Open a new Task
<b>Ctrl + Shift + L</b>	Open a new Distribution List
<b>Ctrl + Shift + M</b>	Open a new Message
<b>Ctrl + Shift + N</b>	Open a new Note
<b>Ctrl + Shift + O</b>	Switch to the Outbox
<b>Ctrl + Shift + P</b>	Open the New Search Folder window
<b>Ctrl + Shift + Q</b>	Open a new Meeting Request
<b>Ctrl + Shift + R</b>	Reply All
<b>Ctrl + Shift + S</b>	Open a new Discussion
<b>Ctrl + Shift + U</b>	Open a new Task Request
<b>Ctrl + Shift + Y</b>	Copy a Folder

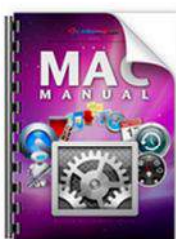
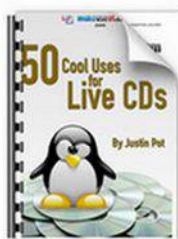
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