

Microsoft Outlook cheatsheet

A visual cheat-sheet for the 310 keyboard shortcuts found in Microsoft Outlook

Keyboard Shortcuts

Frequently used

Esc	Close
Alt H	Go to Home tab
Ctrl Shift M	New message
Alt B	Send
Alt N	Insert file
Ctrl Shift K	New task

Basic navigation

Ctrl 1	Switch to Mail view
Ctrl 2	Switch to Calendar view
Ctrl 3	Switch to Contacts view
Ctrl 4	Switch to Tasks view
Ctrl 5	Switch to Notes
Ctrl 6	Switch to Folders list in the Folder pane

Search

Ctrl E	Find a message or other item
Esc	Clear the search results
Ctrl Alt A	Expand the search to include all items in module you are in
Ctrl Shift F	Use Advanced Find
Ctrl Shift P	Create a search folder
...	Search for text within an open

Microsoft Outlook Cheats

J Dewey



Microsoft Outlook Cheats:

Decoding **Microsoft Outlook Cheats**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Microsoft Outlook Cheats**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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