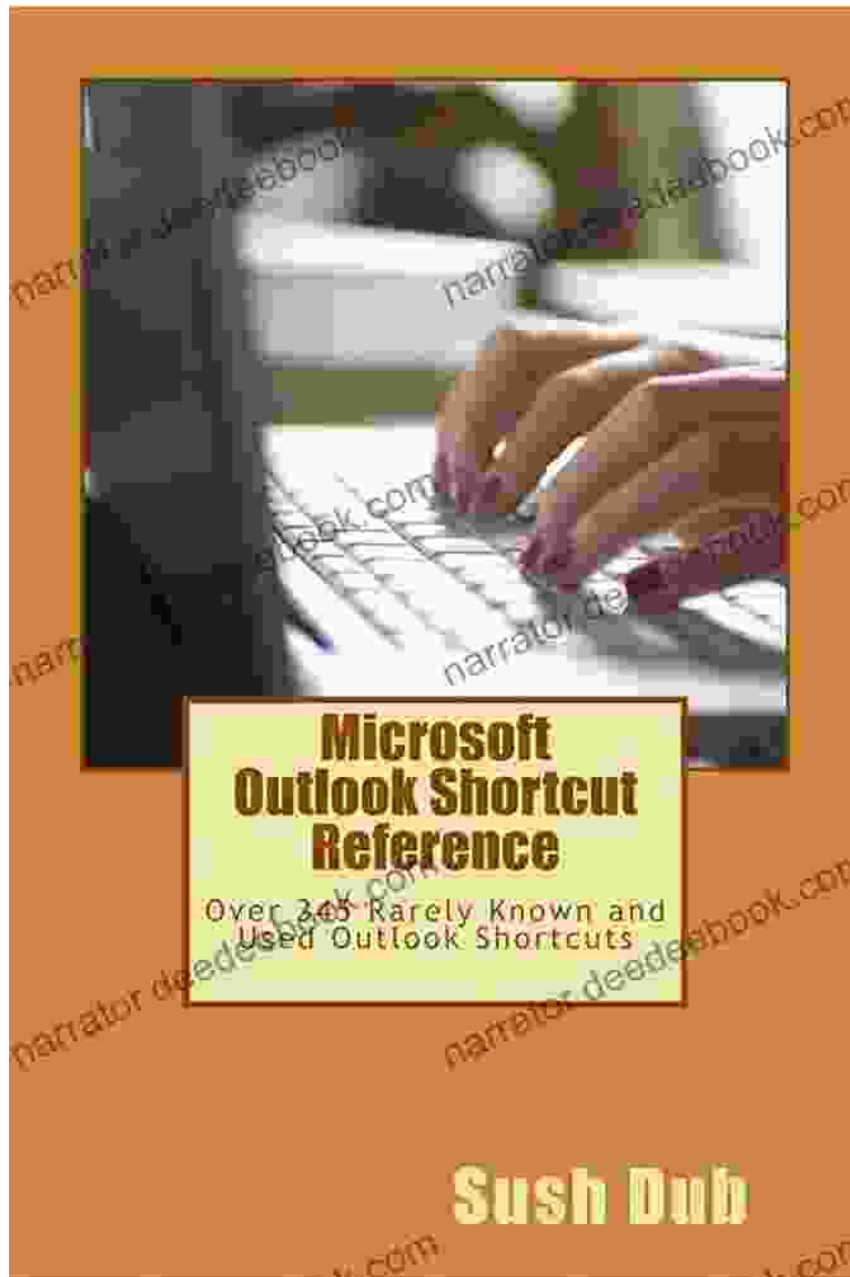
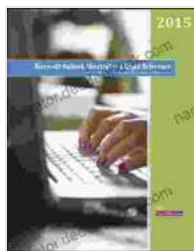


Over 345 Rarely Known and Used Outlook Shortcuts: A Comprehensive Guide to Boost Your Productivity



Microsoft Outlook is an indispensable tool for email management, calendar planning, and task organization. While many users are familiar with the

basic shortcuts, there's a treasure trove of lesser-known and powerful commands that can significantly enhance your productivity.



Microsoft Outlook Shortcut – A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts

by Victor R. Greene

★★★★☆ 4 out of 5

Language : English
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Text-to-Speech : Enabled
Enhanced typesetting : Enabled
Print length : 30 pages
Lending : Enabled
Screen Reader : Supported



This comprehensive article compiles over 345 rarely known and used Outlook shortcuts that will revolutionize your workflow. We've organized them into logical categories, providing a detailed explanation for each shortcut and its function.

Email Management Shortcuts

Compose and Send Emails

- **Ctrl+N**: Create a new email
- **F9**: Send the current email
- **Ctrl+Enter**: Send the email without inserting your signature
- **Ctrl+Shift+Enter**: Send the email with a high priority
- **Ctrl+P**: Print the current email

Navigating Emails

- **F6**: Switch between different sections of the email window (e.g., message, attachments)
- **Tab**: Move through the email fields (e.g., To:, CC:, Subject:)
- **Ctrl+Up Arrow/Down Arrow**: Move to the previous/next email
- **Ctrl+J**: Open the previous email in a new window
- **Ctrl+K**: Open the next email in a new window

Replying and Forwarding Emails

- **Ctrl+R**: Reply to the current email
- **Ctrl+Shift+R**: Reply to all recipients of the email
- **Ctrl+F**: Forward the current email
- **Ctrl+Shift+F**: Forward the current email with a comment
- **Ctrl+Alt+F**: Forward the current email as an attachment

Searching and Filtering Emails

- **Ctrl+E**: Open the search bar
- **Ctrl+Shift+F**: Open the advanced search options
- **Ctrl+Alt+B**: Create a new search folder based on specific criteria
- **Ctrl+Q**: Mark an email as read/unread
- **Ctrl+T**: Mark an email as important/not important

Calendar Management Shortcuts

Creating and Editing Appointments

- **Ctrl+N**: Create a new appointment
- **F2**: Edit the selected appointment
- **Ctrl+Delete**: Delete the selected appointment
- **Ctrl+C**: Copy the selected appointment
- **Ctrl+V**: Paste the copied appointment

Navigating the Calendar

- **Ctrl+Up Arrow/Down Arrow**: Move to the previous/next day, week, or month
- **Ctrl+Left Arrow/Right Arrow**: Move to the previous/next appointment
- **Ctrl+Home**: Go to the first appointment of the day
- **Ctrl+End**: Go to the last appointment of the day
- **Ctrl+Alt+S**: Show or hide the calendar sidebar

Scheduling Meetings

- **Ctrl+Shift+A**: Create a meeting appointment
- **Ctrl+Shift+E**: Send a meeting request
- **Ctrl+Shift+U**: Update a meeting request
- **Ctrl+Shift+X**: Cancel a meeting
- **Ctrl+Shift+O**: Open the scheduling assistant

Task Management Shortcuts

Creating and Editing Tasks

- **Ctrl+Shift+K**: Create a new task
- **F2**: Edit the selected task
- **Ctrl+Delete**: Delete the selected task
- **Ctrl+C**: Copy the selected task
- **Ctrl+V**: Paste the copied task

Navigating Tasks

- **Ctrl+Up Arrow/Down Arrow**: Move to the previous/next task
- **Ctrl+Home**: Go to the first task in the list
- **Ctrl+End**: Go to the last task in the list
- **Ctrl+Alt+T**: Show or hide the task pane
- **Ctrl+Shift+T**: Create a new task from a selected email

Managing Task Status

- **Ctrl+Shift+M**: Mark the selected task as complete
- **Ctrl+Shift+P**: Mark the selected task as active
- **Ctrl+Shift+D**: Mark the selected task as deferred
- **Ctrl+Shift+W**: Flag the selected task for follow-up
- **Ctrl+Shift+H**: Hide completed tasks

General Outlook Shortcuts

Navigating Outlook

- **F1**: Open the Help menu
- **Ctrl+1**: Go to the Mail tab
- **Ctrl+2**: Go to the Calendar tab
- **Ctrl+3**: Go to the Contacts tab
- **Ctrl+4**: Go to the Tasks tab

Customizing Outlook

- **Alt+F**: Open the File menu
- **Alt+O**: Open the Outlook Options dialog box
- **Alt+Z**: Open the Customize Outlook dialog box
- **Alt+C**: Open the Keyboard Shortcuts dialog box
- **Alt+S**: Open the Save As dialog box

Miscellaneous Shortcuts

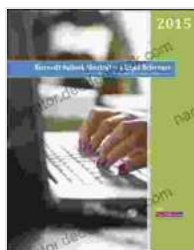
- **F5**: Refresh the current folder
- **Ctrl+Shift+Del**: Empty the Deleted Items folder
- **Ctrl+Z**: Undo the last action
- **Ctrl+Y**: Redo the last action
- **Ctrl+A**: Select all items in the current folder

Mastering these rarely known and used Outlook shortcuts will unlock a new level of efficiency in your daily workflow. By incorporating these commands

into your routine, you can save countless hours, reduce errors, and streamline your communication and organization tasks.

Remember, practice is key to becoming proficient with any new skill. Take the time to experiment with these shortcuts and customize them to fit your specific needs. The benefits of using these commands will far outweigh the initial investment in learning them.

We encourage you to refer to this article as needed and continue exploring the vast capabilities of Microsoft Outlook. With these shortcuts at your fingertips, you'll be able to conquer your inbox, schedule appointments like a pro, and manage tasks with unparalleled precision.



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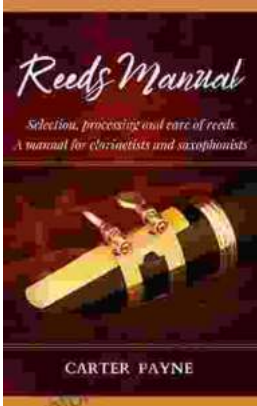
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