



Microsoft

# Outlook Quick Reference

## Basic Skills

**CustomGuide**  
Interactive Training  
PowerPoint Presentations  
and Self-Instructional Modules

### The Outlook Program Screen



### Keyboard Shortcuts

#### Navigation

File	Ctrl + F
Edit	Ctrl + E
View	Ctrl + V
Tools	Ctrl + T
Window	Ctrl + W
Help	Ctrl + H
Search	Ctrl + S
Print	Ctrl + P
Print and Setup	Ctrl + U
Print Setup	Ctrl + Shift + P

#### Message Actions

Open	Ctrl + O
Open and Read	Ctrl + R
Open and Print	Ctrl + P
Print	Ctrl + P
Print and Setup	Ctrl + U

#### Mail

New Message	Ctrl + Shift + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Open Message as a Draft	Ctrl + D
Save	Ctrl + S
Send and Receive Mail	Ctrl + M
Check for New Messages	Ctrl + B
Where am I?	Ctrl + I
What's up today?	Ctrl + T

#### Customize

Customize	Ctrl + Shift + C
View the Toolbar	Ctrl + T
View the Folder	Ctrl + F
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
View the Message	Ctrl + M
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#### Customize

Customize	Ctrl + Shift + C
View the Toolbar	Ctrl + T
View the Folder	Ctrl + F
View the Message	Ctrl + M
View the Message	Ctrl + M

### Task 1: Understanding the Outlook Program

**Outlook Program** Outlook is a program that helps you manage your email, calendar, contacts, and tasks.

**Mail** Mail is the primary function of Outlook. It allows you to send and receive email messages.

**Calendar** The calendar is used to schedule appointments and track time. It can be viewed in a daily, weekly, or monthly view.

**Contacts** Contacts are people you want to keep track of. They can be added to a list or a contact group.

**Tasks** Tasks are things you need to do. They can be added to a list or a task group.

**Tools** Tools are used to manage your Outlook data. They include the File menu, the View menu, and the Tools menu.

**Customize** Outlook can be customized to meet your needs. You can change the appearance of the program and the way it works.

**Help** Help is available to help you learn how to use Outlook. It includes a Help menu, a Help topic, and a Help index.

**Print** Print is used to print Outlook data. It includes a Print menu, a Print command, and a Print setup dialog box.

**Print Setup** Print Setup is used to set up the printer and the print range.

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# Microsoft Outlook Custom Guide

**Carl J. Bergquist**



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**Administering Exchange 2000 Server** Tulloch,2001-02-08 The ultimate administrator s guide this book covers all the new features of this product and addresses complexities introduced by Windows 2000 including Active Directory integration new conferencing services and instant messaging and new security features permissions and routing procedures

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web 7 happy diwali to both of you i hope you have a great shining deepawali 8 may your diwali be free from darkness and abundant with light 9 may light always guide your way this diwali and all year long 10 to someone i know who has been a bright light of joy intelligence and wisdom in my life

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web nov 24 2020 i am writing this letter to share my experience with you you know it s the some event activity pandemic lockdown going on this year diwali was a little different we didn t meet a lot of people this year gifts were exchanged through couriers and most of the diwali wishes were on call and the calls were pretty long with justifications

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web nov 11 2020 write your name and address dear mention your friend s name at first you please take my cordial love i am fine i hope you are also well by the grace of god dear friend as you know diwali is approaching and i wanted to invite you to join us in the celebration will you please come over to our place for this diwali vacation

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