



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 are You?	Ctrl + W
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
View the Message	Ctrl + M

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 allows you to schedule events, appointments, and tasks.

Contacts The contacts list allows you to store and manage contact information.

Tasks The tasks list allows you to create and manage to-do items.

Tools The tools menu contains various utilities for managing your Outlook data.

Window The window menu allows you to manage the various Outlook windows.

Help The help menu provides information about Outlook and its features.

Print The print menu allows you to print Outlook data.

Print Setup The print setup menu allows you to configure printing options.

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