



Microsoft

Outlook Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and Self-Administered Labs

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. It is a part of the Microsoft Office suite.

Mail Mail is the primary function of Outlook. It allows you to send and receive email messages. You can also manage your contacts and calendar from the Mail view.

Calendar The calendar view allows you to manage your schedule. You can create new appointments, edit existing ones, and delete them. You can also view your calendar in different views, such as Day, Week, and Month.

Contacts The contacts view allows you to manage your list of people. You can add new contacts, edit existing ones, and delete them. You can also view your contacts in different views, such as Card, Table, and Simple.

Tasks The tasks view allows you to manage your to-do list. You can create new tasks, edit existing ones, and delete them. You can also view your tasks in different views, such as List, Calendar, and Simple.

Tools The Tools menu contains various tools that help you manage your Outlook data. These include the Import and Export Wizard, the Mailbox Setup Wizard, and the Outlook Options dialog box.

Help The Help menu contains the Outlook Help topic, which provides information about Outlook and how to use it. You can also access the Outlook Help topic from the Outlook ribbon.

File The File menu contains the Outlook Options dialog box, which allows you to customize Outlook. You can also access the Outlook Options dialog box from the Outlook ribbon.

Window The Window menu contains the Outlook ribbon, which provides access to the Outlook ribbon tabs. You can also access the Outlook ribbon from the Outlook ribbon.

View The View menu contains the Outlook ribbon, which provides access to the Outlook ribbon tabs. You can also access the Outlook ribbon from the Outlook ribbon.

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