



OUTLOOK

KEYBOARD SHORTCUTS



GENERAL



Go to Home Screen	+
Search	+
Switch App	+
Print	+
Close Window	+

Switch to mail	+
Switch to calendar	+
Switch to files	+
Switch to people	+
Switch to settings	+

MAIL



Open the message composer to write a new message	+
Close the message composer	
Send a message	+
Reply	+
Schedule a message	+
Archive a message	+

Quick Reply	+
Open the Reply dialog box to a message	+
Reply All	+ +
Forward a message	+
Delete a message	
Mark a message as unread	+
Flag a message	+

FORMAT TEXT



Cut	+
Copy	+
Paste	+
Undo	+

Underline	+
Bold	+
Italic	+

CALENDAR



New Event	+
Search	+
Show Today	+
Refresh Calendar	+

Go to Day View	+
Go to Week View	+
Go to Month View	+
Go to Year View	+

CONTACTS



Create a contact when in contacts	+
Search for contact	+