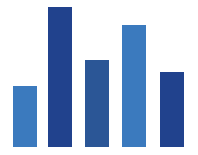


Outlook Shortcut *Cheat Sheet*



“10 Outlook shortcuts that will help improve your productivity and efficiency”

CTRL + R:

Reply to open email

ALT + S:

Ready to send a message

CTRL + N:

Create new email

CTRL + F:

Forward a message

CTRL + U:

Underline string of text

CTRL + Shift + V:

Move a message

CTRL + B:

Bold string of text

CTRL + E:

Open email search box

CTRL + Z:

Undo a typed character

ALT + 0:

View next ten days of calendar

