

OUTLOOK 2003

DISCLAIMER:

This reference guide is meant for experienced Microsoft Outlook users.

It provides a list of quick tips and shortcuts for familiar features.

This guide does **NOT** replace training or a comprehensive instruction manual.

KEYBOARD SHORTCUTS NAVIGATION	
To accomplish this ↓	Press these keys ↓
Display Inbox	Ctrl 1
Display Calendar	Ctrl 2
Display Contacts	Ctrl 3
Display Tasks	Ctrl 4
Display Notes	Ctrl 5
Display Folder List	Ctrl 6
Display Shortcuts	Ctrl 7
Display Journal	Ctrl 8
Go to different Folder	Ctrl Y
Rename Folder	F2
Look For	F3
Refresh Folder List	F5
Toggle between Outlook panes	F6
Send/Receive Now	F9
Look up Contact	F11
Switch to Inbox	Ctrl ⇧ Shift I
Switch to Outbox	Ctrl ⇧ Shift O

KEYBOARD SHORTCUTS NEW ITEM	
To accomplish this ↓	Press these keys ↓
New Appointment	Ctrl Shift A
New Contact	Ctrl Shift C
New Folder	Ctrl Shift E
New Task	Ctrl Shift K
New Office Document	Ctrl Shift H
Switch to Inbox	Ctrl Shift I
New Journal Entry	Ctrl Shift J
Create a distribution list	Ctrl Shift L
New Message	Ctrl Shift M
New Search Folder	Ctrl Shift P
New meeting request	Ctrl Shift Q
New Discussion	Ctrl Shift S

INBOX SHORTCUTS	
To accomplish this ↓	Press these keys ↓
Expand a group	+
Collapse a group	-
Send	Ctrl Enter ↵
Check for New Mail	F9
Open Address Book	Ctrl Shift B
Add a Quick Flag to a message	Ins
Mark as Read	Ctrl Q
Find a Contact	F11

CALENDAR SHORTCUTS

To accomplish this ↓	Press these keys ↓
View by Day	Alt D
View by Week	Alt W
View by Month	Alt M
View two days, starting with the day selected in the Date Navigator	Alt 2
View three days, starting with the day selected in the Date Navigator	Alt 3
View X days, starting with the day selected in the Date Navigator	Alt # # = number of days you want to view