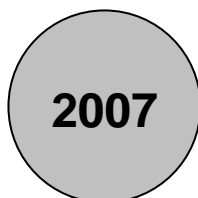


Outlook

Shortcut Keys



Command	Keystroke
Advanced Find	Ctrl-Shift-F
Check for new mail	F5
Close a window	Esc
Create Appointment	Ctrl-Shift-A
Create Contact	Ctrl-Shift-C
Create Flag for follow-up	Ctrl-Shift-G
Create Folder	Ctrl-Shift-E
Create Meeting Request	Ctrl-Shift-Q
Create Message	Ctrl-Shift-M
Create Note	Ctrl-Shift-N
Create Task	Ctrl-Shift-K
Create Task Request	Ctrl-Shift-U
Delete opened item	Ctrl-D
Forward selected mail	Ctrl-F
Mark item as read	Ctrl-Q
Move down one screen	PgDn
Move to first item	Home
Move to last item	End
Move up one screen	PgUp
Create new default item	Ctrl-N
Open "Find a Contact"	F11
Open folder	Ctrl-Y
Open "Look In"	Alt-I
Open selected item	Enter
Redo (in text field)	Ctrl-Y
Remove last semi-colon from mail addressee	Alt-K
Reply to selected message	Ctrl-R
Select all items	Ctrl-A
Select to first item	Ctrl-Shift-Home
Select to last item	Ctrl-Shift-End
Spell check open item	F7
Switch to Inbox	Ctrl-Shift-I
Switch to Outbox	Ctrl-Shift-O
Undo	Ctrl-Z