



Microsoft

Outlook Quick Reference

Basic Skills

CustomGuide
Interactive Training
PowerPoint Presentations
and Self-Guided eLearning

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
Send and Receive Mail	Ctrl + M
Move to Trash	Ctrl + T
Move to Deleted	Ctrl + D

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

Task 1: Understanding the Outlook Program

Outlook Program - Outlook is a program that helps you manage your email, calendar, contacts, and tasks.

Mail - The Mail tab in the Outlook program is used to manage your email. It shows a list of your email messages and allows you to open, read, and respond to them.

Calendar - The Calendar tab in the Outlook program is used to manage your calendar. It shows a list of your calendar events and allows you to create, edit, and delete them.

Contacts - The Contacts tab in the Outlook program is used to manage your contacts. It shows a list of your contacts and allows you to add, edit, and delete them.

Tasks - The Tasks tab in the Outlook program is used to manage your tasks. It shows a list of your tasks and allows you to create, edit, and delete them.

Tools - The Tools tab in the Outlook program is used to manage your tools. It shows a list of your tools and allows you to create, edit, and delete them.

Help - The Help tab in the Outlook program is used to manage your help. It shows a list of your help topics and allows you to create, edit, and delete them.

View - The View tab in the Outlook program is used to manage your view. It shows a list of your view settings and allows you to create, edit, and delete them.

Customize - The Customize tab in the Outlook program is used to manage your customize. It shows a list of your customize settings and allows you to create, edit, and delete them.

Print - The Print tab in the Outlook program is used to manage your print. It shows a list of your print settings and allows you to create, edit, and delete them.

Task 2: Understanding the Outlook Program

Outlook Program - Outlook is a program that helps you manage your email, calendar, contacts, and tasks.

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Print - The Print tab in the Outlook program is used to manage your print. It shows a list of your print settings and allows you to create, edit, and delete them.

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United States. Post Office Department

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