



Outlook Cheat Sheet

Download
more cheat
sheets at:
nhlondon.com

10% off with discount code
cheatsheet at nhlondon.com



New Horizons®

INBOX	Open new email	Open received email	Create new appointment	Create meeting request	Add new contact	Open new task	Create folder
	Ctrl N	Ctrl O	Ctrl Shift A	Ctrl Shift Q	Ctrl Shift C	Ctrl Shift K	Ctrl Shift E

INBOX	Flag email for follow up	Add quick flag	Move email to another folder	Copy email to another folder	Delete email	Select all emails	Mark email as read	Mark email as unread
	Ctrl Shift G	Insert	Ctrl Shift V	Ctrl Shift Y	Ctrl D	Ctrl A	Ctrl Q	Ctrl U

NAVIGATION	Switch to inbox	Switch to mail mode	Switch to calendar mode	Switch to contacts mode	Switch to task mode	Switch to notes mode	Display folder list in navigation pane	Switch to shortcuts
	Ctrl Shift I	Ctrl 1	Ctrl 2	Ctrl 3	Ctrl 4	Ctrl 5	Ctrl 6	Ctrl 7

IN EMAIL	Send email	Save as draft	Forward	Reply	Reply to all	Mute conversation	Previous / next email	Spell check
	Alt S	Ctrl S	Ctrl F	Ctrl R	Ctrl Shift R	Ctrl Delete Ignore	Ctrl < / >	F7

OTHER	Print email	Speed read emails	Open address book	Add new note	Go to home tab	Send and receive all	Jump to search bar	Advanced search
	Ctrl P	space	Ctrl Shift B	Ctrl Shift N	Alt H	F9	F3	Ctrl Shift F

Fold along the dotted lines and glue here.

*Please note that some shortcuts may be specific to certain versions of Outlook.
Get more cheat sheets at www.nhlondon.com