



Microsoft

# Outlook Quick Reference

## Basic Skills

**CustomGuide**  
Interactive Training  
PowerPoint Presentations  
and Self-Instructional Modules

### 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
Print	Ctrl + P
Print and Setup	Ctrl + U
Print Setup	Ctrl + S

#### 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
Check for New Messages	Ctrl + B
Where are You?	Ctrl + W
What's Up Today?	Ctrl + T

#### Customize

Customize Appearance	Ctrl + Shift + A
Customize Taskbar	Ctrl + T
Customize Folders	Ctrl + F
Customize Folders	Ctrl + F
Customize Folders	Ctrl + F
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### Task 1: Understanding the Outlook Program

**Outlook Program** Click the Outlook icon on the desktop to start the program.

**Outlook** When you start Outlook, you will see the Outlook program screen. The Outlook program screen is divided into several sections.

**Folder Pane** The folder pane on the left side of the Outlook program screen shows the folders in your Outlook account. The folders are organized into a hierarchy.

**Message List** The message list in the center of the Outlook program screen shows a list of messages in the selected folder. Each message in the list has a small icon next to it.

**Message View** The message view on the right side of the Outlook program screen shows the details of the selected message. The message view is divided into several sections.

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**Michael Price**



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