



To navigate to Outlook views

<i>To move to</i>	<i>Press</i>
Mail	Ctrl + 1
Calendar	Ctrl + 2
Contacts	Ctrl + 3
Tasks	Ctrl + 4
Notes	Ctrl + 5
Folder List	Ctrl + 6
Shortcuts	Ctrl + 7
Journal	Ctrl + 8
Folder	Ctrl + Y

To create a new Outlook item

<i>To create a</i>	<i>Press</i>
Mail Message	Ctrl + Shift + M
Appointment	Ctrl + Shift + A
Meeting Request	Ctrl + Shift + Q
Contact	Ctrl + Shift + C
Distribution List	Ctrl + Shift + L
Task	Ctrl + Shift + K
Folder	Ctrl + Shift + E
Note	Ctrl + Shift + N



Another valuable resource from:
Dawn Bjork Buzbee

The Software Pro

www.SoftwarePro.com