



**Microsoft**

# Outlook Cheat Sheet

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Switch to Mail



New Email



Spell  
Check



Save



Save  
as



Print



Send Email



Reply



Forward



Reply to All



Mark as NOT Junk



Check  
Mail



Add Quick Flag  
to Unopened Mail



Search



Switch to Inbox



Switch to Outbox



New Appointment



Open Address Book



Create Contact



Create Folder



Advanced Find



Next Message



Flag for Follow Up



Create Journal Entry



Open New Task



Create Meeting  
Request



Move to Another  
Folder



Send/Receive  
All



Copy to Another  
Folder



Switch to  
Calendar



Switch to  
Contacts



Switch to Tasks



Folder List in  
Navigation Pane



Folder List in  
Navigation Pane



Mark as Unread



Fold along the lines and glue here.

\*Please note that some shortcuts are specific to certain versions of Outlook.