

# Tuesday TechTips:

## **Using Outlook 2007 Keyboard Shortcuts:**

Keyboard shortcuts in any program can provide more convenient ways of completing routine tasks like copying and pasting text. When used well, these shortcuts can also save significant amounts of time and energy by keeping your hands on the keyboard more and on the mouse less. A bit memorization and practice will make the shortcuts listed below second nature and have you checking, composing, and sending emails without touching a mouse in no time.

<b>Basic Navigation Shortcuts</b>	
CTRL+ 1	Switch to Mail
CTRL+ 2	Switch to Calendar
CTRL+ 3	Switch to Contacts
CTRL+ 4	Switch to Tasks
CTRL+ 5	Switch to Notes
CTRL+ 6	Switch to Folders
F3 or CTRL+E	Go to the <i>Search Box</i>
CTRL+ Y	Go to a different folder
<b>Email Shortcuts</b>	
CTRL+ N	Creates new message, appointment, contact, task, or note depending on the present section
CTRL+ SHIFT+ M	Create a new mail message
CTRL+ SHIFT+ A	Create a new appointment
CTRL+ SHIFT+ K	Create a new task
CTRL+ O	Open an email
CTRL+ R	Reply to an email
CTRL+ SHIFT+ R	Reply all to an email
CTRL+ F	Forward an email
CTRL+ P	Print an email
CTRL+ Enter or ALT+ S	Send an email

### **How to use shortcut keys:**

Press and hold the first key listed. While holding in the first key, press the second key to perform the shortcut. For example, CTRL + 1:

1. Press the CTRL key
2. While holding the CTRL key down, click the 1 key.
3. This key combination shortcut switches your view to the Mail section of your Outlook.

### **Look ma, no mouse!**

Now that you have the tools, try a no mouse email session.

1. Open Outlook
2. Use CTRL+ 1 to go to the mail section
3. Choose an email you want to respond to by using the arrow keys to navigate up or down in the inbox.
4. Use CTRL+ O to open the message.
5. Use CTRL+ R to open an email response. Type your message.
6. Use ALT+ S or CTRL + ENTER to send the email.

Congratulations! You are one step closer to freeing yourself from the mouse and saving time and energy.

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