








































Outlook Cheat Sheet

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INBOX	Open new email 	Open received email 	Create new appointment 	Create meeting request 	Add new contact 	Open new task 	Create folder 	
	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 
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 
	Send email 	Save as draft 	Forward 	Reply 	Reply to all 	Mute conversation 	Previous / next email 	Spell check 
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 

Fold along the dotted lines and glue here.

*Please note that some shortcuts may be specific to certain versions of Outlook.
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