

# KEYBOARD SHORTCUTS

for Microsoft Outlook

Comprehensive Ergonomic Solutions

Injury Prevention Plus



## GET YOUR HAND OFF THE MOUSE and reduce hand fatigue

New Email **CTRL N**

Forward **ALT W**

Send **ALT S**

Address Book **CTRL+SHIFT+B** or **ALT.**

Save as Draft **CTRL S**

Create Contact **CTRL+SHIFT+C**

Move to a Folder **CTRL+SHIFT+V**

Reply **ALT R**

Reply all **ALT L**

Undo **CTRL Z**

Print **CTRL P**

Close a Window **ESC**

Select all **CTRL A**

Mark Unread **CTRL U**

Move between Address Lines & Text of Email **TAB**

Open Highlighted Email **ENTER**

Move up & down message box/expand folders **ARROWS**

Move between open programs or emails **ALT+TAB**

Minimize window  **KEY+M**

Maximize window **ALT+TAB**

Forward as attachment **CTRL+ALT+F**