Cheatography

Outlook Keyboard Shortcuts

by ceviche via cheatography.com/19762/cs/18339/

Notation

⌘ ctrl, ⇧ shift, ⌥ alt, ⌫ backslash

New:

Email	⌘ ⇧ M
Meeting Invitation	⌘ ⇧ Q
Appointment	⌘ ⇧ A

Switch to:

Mail	⌘ 1
Calendar	⌘ 2

Misc.

Search	⌘ E
Calendar Today	⌥ H, OD
Calendar Scroll	⌘ Arrow

Email/Meet/Apt

Reply	⌘ R
Forward	⌘ F
Save	⌘ S
Reply all	⌘ ⇧ A
Flag for followup	⌘ ⇧ G
Send or Save+Close	⌥ S
Move to "To"	⌥ J
Edit Subject	⌥ U
Address Book	⌥ . (dot)
Check names	⌥ K
Attach file	⌥ N,A,F,B

Titus (while sending)

Use favorite	⌘ 1/2/3

(Empty)

Test 123

1	2

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Page 1 of 1.

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