

Outlook Keyboard Shortcuts

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

Notation
ctrl, ↑ shift, alt, backslash

New:	
Email	Ж Î M
Meeting Invitation	₩ Î Q
Appointment	₩ î A

Switch to:	
Mail	光 1
Calendar	₩ 2

Misc.	
Search	₩ E
Calendar Today	∼ H, OD
Calendar Scroll	第 Arrow

Email/Meet/Apt	
Reply	₩ R
Forward	₩ F
Save	жs
Reply all	¥ 1 A
Flag for followup	光 î 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

₩ 1/2/3

(Empty)		
Test 123		
1	2	



By **ceviche** cheatography.com/ceviche/

Not published yet.

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Titus (while sending)

Use favorite

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