

Actions	
Ctrl+N	New item (in item view).
Ctrl+S- hift+M	New email.
Ctrl+S- hift+A	New appointment.
Ctrl+S- hift+Q	New meeting request.
Ctrl+S- hift+C	New contact.
Ctrl+S- hift+N	New note.
Ctrl+S- hift+K	New task.
Esc	Close window.
Ctrl+C	Copy (everywhere)
Ctrl+V	Paste (everywhere)
Ctrl+Z	Undo (everywhere)
Alt+H	Home menu, indirect shortcuts

Navigation	
Ctrl+Shift+I	Switch to inbox.
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+7	Switch to shortcuts.
Ctrl+Shift+B	Switch to Address book.
<b>F6, Shift+F6</b>	<b>Move between panes.</b>
Ctrl+Y, □, □ □	Select folder.

In Calendar (Ctrl+2)	
Alt+1 to 9	Display 1 to 9 days.
Ctrl+G	Go to specific date.
Ctrl+G (in apt)	Set up recurrence.
Alt+H,F,W	Forward appointment.
Alt+H,O,D	Show today.
Ctrl+Alt+1	Show daily view.
Ctrl+Alt+2	<b>Work week</b> view.
Ctrl+Alt+3	<b>Full week</b> view.
Ctrl+Alt+4	Month view.

Inbox	
Ctrl+< or Alt+□	Previous email/appt.
Ctrl+> or Alt+□	Next email/appt.
Spacebar	Scroll reading pane.
Ctrl+D	Delete email.
Ctrl+Delete	Mute/unmute conversation.
Ctrl+Shift+D	Delete and ignore conversation.
Ctrl+R	Reply to email.
Ctrl+Shift+R	<b>Reply all</b> to email.
Ctrl+Alt+R	Reply with (new) meeting request.
Ctrl+I	Start IM message.
Ctrl+F	Forward email.
Ctrl+Alt+F	Forward as attachment.
Enter	Open email, expand tree.
Ctrl+Q	Mark email read.
Ctrl+U	Mark email unread.
Alt+H, L	Filter current view.
Alt+H,L,U	Filter out read messages.
Alt+H,J,O	Set junk mail options.
Alt+F	File menu.
Ctrl+Shift+W	Jumpt to info bar (when available)

If you remember only one shortcut!	
Insert	<b>Flag</b> , then un/complete.
Alt+Insert	Remove flag.
Shift+F10	Bring up the <b>context menu</b>

Search	
F3, or Ctrl+E	Search.
Ctrl+Shift+F	Advanced search.
F4	Search text in open item.
Shift+F4	Search next item.

Reminders	
Alt+O	Open meeting.
<b>Alt+S</b>	<b>Snooze reminder.</b>
Alt+D	Dismiss reminder.

Writing email	
Ctrl+Alt+ <i>num</i>	Header style <i>num</i>
Ctrl+Alt+V	Paste special (keeps format consistent).
Ctrl+I/B	Apply <i>italic</i> , <b>bold</b> formatting.
Shift+F10	Bring context menu
Ctrl+Shift+L	Insert bullet list.
Ctrl+K (in body)	Insert hyperlink.
Alt+A	Attach a file.
Ctrl+T, w/ Shift	Increase, decrease indent.
Ctrl + [ or ]	Increase, decrease font size.
Ctrl+Space	Clear formatting
Alt+O	Full format menu
F7	Check spelling.
Ctrl+S	Save as draft.
Write the recipients last!	
Ctrl+K (in to:/cc:)	Check recipient names and emails
<b>Alt+S</b> or Ctrl+↵	<b>Send email.</b>



### Contacts

**F11** Search contact in favourites.

Esc Close contact.

Ctrl+I Open IM message.

Ctrl+N Open Mail message.

### Search terms

from:"Doe, John"

category:important

subject:"project outlook"

read:no

received:may

received:yesterday

received:>mm/dd/yy

messagesize:>5MB

hasattachment:yes

*crit1* AND *crit2*



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Page 2 of 2.

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