



Basic Outlook Shortcuts

TASK

Reply to an email:

Windows

Ctrl + R

MAC

⌘ + R

Create a new email:

Ctrl + N

⌘ + N

Open your email:

Ctrl + 1

⌘ + 1

Open your calendar:

Ctrl + 2

⌘ + 2

Open your contacts:

Ctrl + 3

⌘ + 3

Open your tasks:

Ctrl + 4

⌘ + 4

