

HOT KEYS FOR OUTLOOK and CONTACTS

Use the special key combinations below to perform various Outlook tasks.

TIP: For *OUTLOOK DEFAULT ACCOUNT SETUP*: Open Outlook> File> Options> Advanced> Select Outlook >> Start and Exit, Browse and Select desired Account.

ALT (by itself)	Activates Hot Key Letter(s) in Menu Structure
ALT-H, N	CREATE New Email Message
ALT-V	ACCESS View Menu, Make Selection(s)
ALT-V,F,then N	RESTORE Folder View (very useful!)
ALT-V,C,V	SELECT a Saved Outlook View from a LIST
ALT-V,P,N	CHANGE Email Preview Options From a LIST
ALT F then X	CLOSE Outlook
ESC	Closes the currently opened email message
F9	Email Send/Receive
CTRL-P	Opens the PRINT Menu
CTRL-3	Opens the PEOPLE/CONTACTS view
CTRL-SHIFT-I	Opens the INBOX
ALT-`	ALT Apostrophe for Dictate to Email Mode
One-Line-View	View/View Settings/Other/Always use Single line
Winkey - H	Launch Dictation Toolbar

TIPS: After Pressing Alt with the first letter shown - let go of keys before pressing the remaining keys.

These commands run best from the Main Outlook Screen, not from a single open email window.

Move the People Icon to the left for a better view by clicking on the triple dots, choose navigation.

The latest version of Outlook includes a built-in Dictation Feature. Check it out.

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