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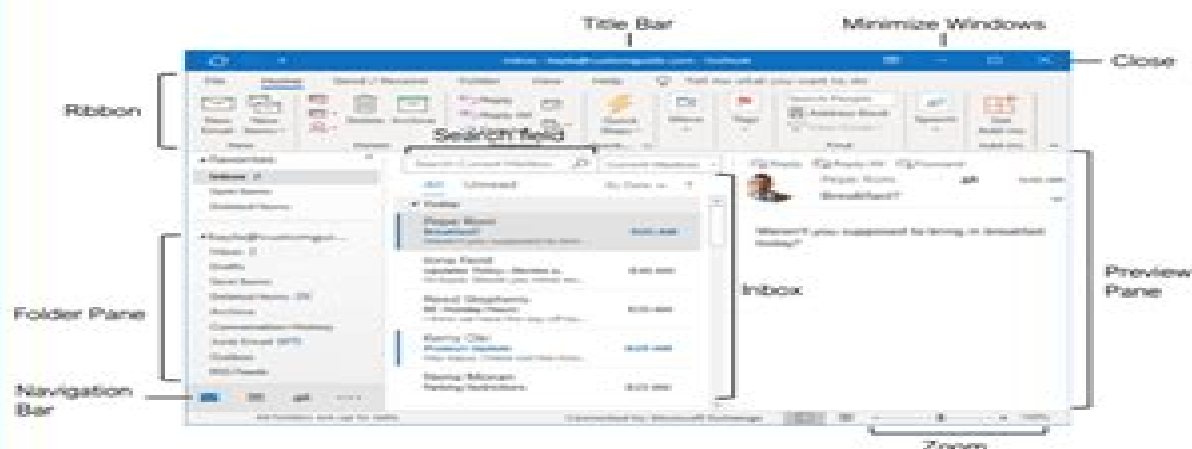
Outlook 2019 Basic

Quick Reference Guide

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The Outlook 2019 Program Screen



The Fundamentals

Navigate Outlook: Click the icon (or label) for the view you want to open.

- **Mail** view displays your inbox and lets you browse your mail. The ribbon will display commands related to composing and managing email messages.
- **Calendar** view displays your calendar. The ribbon will display commands that let you view, create, and edit meetings and appointments.
- **People** view displays your contacts list. The ribbon will show commands that let you create and edit your contacts and contact groups.
- **Tasks** view displays your task list. The ribbon will show commands that let you create and modify tasks.

Use the Folder Pane: Click a folder in the Folder pane to display that folder's contents.

Delete an Item: Select an email, contact, appointment, or task, then click the **Delete** button on the Home tab of the ribbon.

Restore a Deleted Item: Click the **Deleted Items** folder in the Folder pane, then click and drag an item back to its original folder.

Change Views: Click the **View** tab on the ribbon, then click the **Change View** button and select a view.

Search

Search: Click in the **Search** field at the top of the inbox and begin typing your search.

Refine Search Results: While searching, use the options in the Scope group on the Search tab.

- **Current Mailbox** searches all folders within the selected mailbox.
- **Current Folder** only searches within the current folder.
- **Subfolders** expands the search to include all the current folder's subfolders.
- **All Outlook Items** searches everything.
- **From** lets you filter messages from specific senders.
- **Subject** lets you filter by words in the subject line.
- **Has Attachments** lets you filter results by whether they have attachments.
- **Categorized** filters by categories.
- **This Week** displays only items from the current week.
- **Unread** searches only unread messages.
- **Flagged** searches only flagged items.
- **Important** only displays items set to high importance.
- **More** lets you apply advanced criteria.

Keyboard Shortcuts

General

Print	Ctrl + P
Undo	Ctrl + Z
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
New Item	Ctrl + N
Delete selected item	Delete
Help	F1
Find an item	F3
Spell Check	F7

Navigation

Mail view	Ctrl + 1
Calendar view	Ctrl + 2
Contacts view	Ctrl + 3
Tasks view	Ctrl + 4
Notes	Ctrl + 5

Mail

New Message	Ctrl + Shift + M
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + F
Save message as a draft	Ctrl + S
Send	Alt + S
Find and replace text	Ctrl + H
Check for New Messages	Ctrl + M
Mark as Read	Ctrl + Q
Mark as Unread	Ctrl + U

Calendar

New Appointment	Ctrl + Shift + A
Go to Today	Ctrl + T
Go to a Date	Ctrl + G
Go to Previous Appointment	Ctrl + ,
Go to Next Appointment	Ctrl + .
Day view	Ctrl + Alt + 1
Work Week view	Ctrl + Alt + 2
Week view	Ctrl + Alt + 3
Month view	Ctrl + Alt + 4

Contacts

New Contact	Ctrl + Shift + C
New Contact Group	Ctrl + Shift + L
Open the Address Book	Ctrl + Shift + B

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Custom Guide Outlook Module

Scott C. Dulebohn

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