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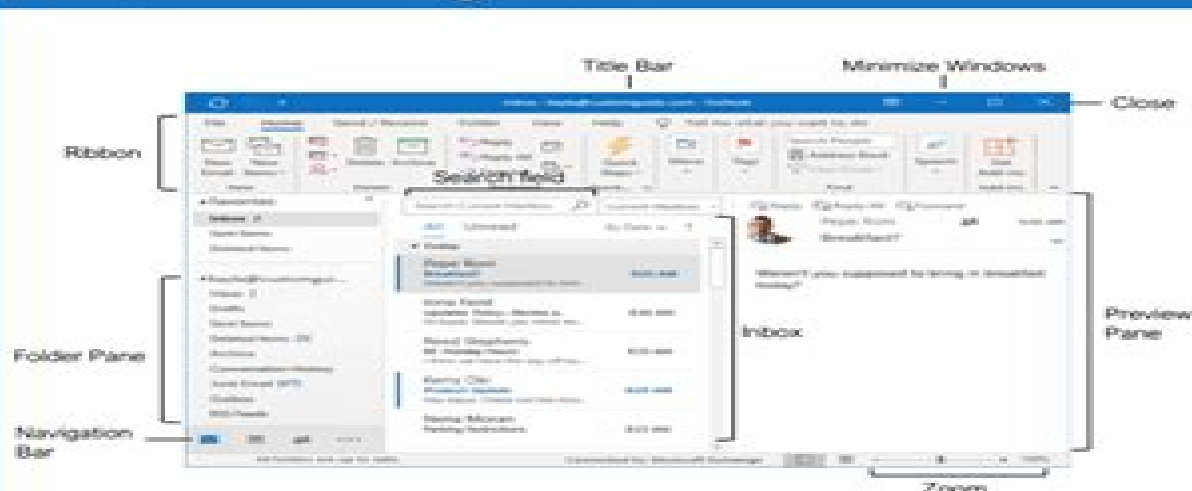
# Outlook 2019 Basic

## 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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