



## Outlook shortcuts

To do this	Press
Switch to Mail	CTRL+1
Switch to Calendar	CTRL+2
Switch to Contacts	CTRL+3
Switch to Tasks	CTRL+4
Switch to Notes	CTRL+5
Switch to Folder List in <b>Navigation Pane</b>	CTRL+6
Switch to Shortcuts	CTRL+7
Next item (with item open)	CTRL+COMMA
Previous item (with item open)	CTRL+PERIOD
Switch between the <b>Folder List</b> and the main Outlook window	F6 or CTRL+SHIFT+TAB

Move among the Outlook window, the <b>Navigation Pane</b> , and the <b>Reading Pane</b>	TAB
Move around within the <b>Navigation Pane</b>	Arrow keys
Go to a different folder	CTRL+Y
Expand/collapse a group (with a group selected) in the <b>Navigation Pane</b>	PLUS or MINUS SIGN on the numeric keypad
Collapse/expand a group in the e-mail message list	Left and right arrow keys