

Description	ShortCut Keys	Action
Navigation:	Ctrl + 1	Mail
Navigation:	Ctrl + 2	Calendar
Navigation:	Ctrl + 3	Contacts
Navigation:	Ctrl + 4	Tasks
Navigation:	Ctrl + 5	Notes
Navigation:	Ctrl + 6	Folder List
Email Compose:	Ctrl + N	New Email
Email Compose:	Ctrl + Shift + M	New Message in a New Window
Email Compose:	Ctrl + R	Reply to Email
Email Compose:	Ctrl + Shift + R	Reply All to Email
Email Compose:	Ctrl + F	Forward Email
Email Compose:	Alt + S	Send Email
General Email Actions:	Ctrl + D	Delete
General Email Actions:	Ctrl + Shift + A	Mark as Read
General Email Actions:	Ctrl + Q	Mark as Unread
General Email Actions:	Ctrl + U	Mark as Read/Unread
General Email Actions:	Ctrl + Enter	Send
General Email Actions:	Ctrl + S	Save Draft
Calendar:	Ctrl + N	New Calendar Appointment
Calendar:	Ctrl + Shift + A	New Calendar Appointment in a New Window
Calendar:	Ctrl + G	Go to Date
Calendar:	Alt + S	Send Calendar
Search:	Ctrl + E	Activate Search Box
Search:	F3 or Ctrl + Y	Find Next
Meeting Requests:	Ctrl + Shift + Q	Mark as Tentative
Meeting Requests:	Ctrl + Shift + S	Send Update
Meeting Requests:	Ctrl + Shift + C	Cancel Meeting
Meeting Requests:	Ctrl + Shift + U	Forward Meeting
Folders:	Ctrl + Shift + I	Inbox
Folders:	Ctrl + Shift + O	Outbox
Folders:	Ctrl + Shift + J	Junk Email
Folders:	Ctrl + Shift + C	Calendar
Folders:	Ctrl + Shift + K	Contacts
Folders:	Ctrl + Shift + T	Tasks
Folders:	Ctrl + Shift + N	Notes