

## Next Unread Message Shortcut in Outlook

Aside from Unread Search folder, Outlook has provided another shortcut to help you find and open the next unread email in your inbox.

[Click here](#) to know how to view the next unread message in your inbox in a few steps.



Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

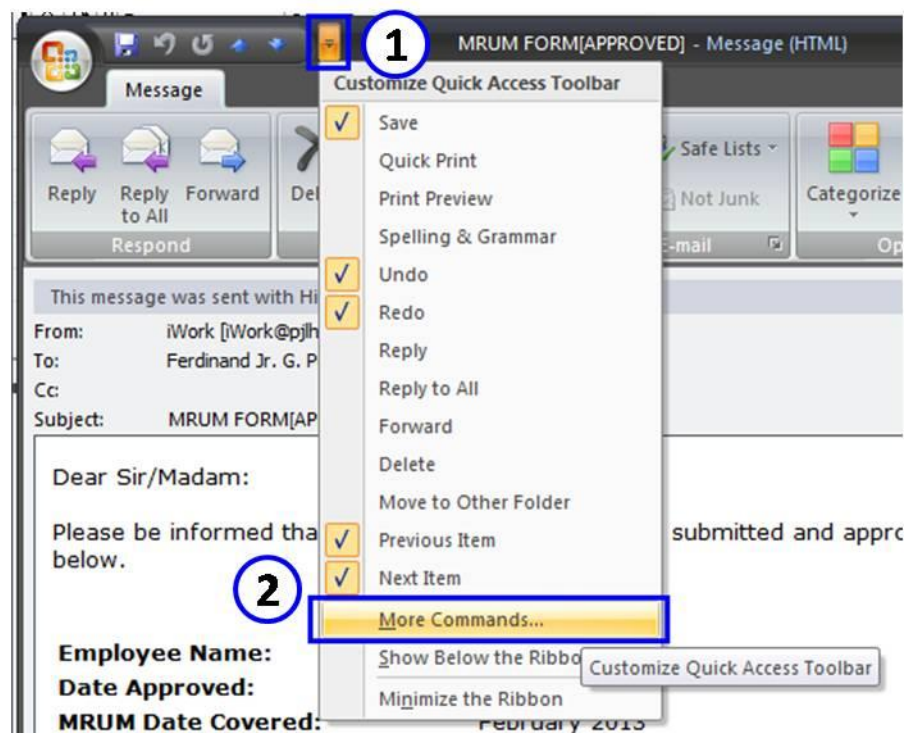
## Next Unread Message Shortcut in Outlook

Use the opened *Message* form to view the unread emails in your Inbox.

This shortcut will automatically find and load the next unread item every time you click the *Next Unread Item* button.

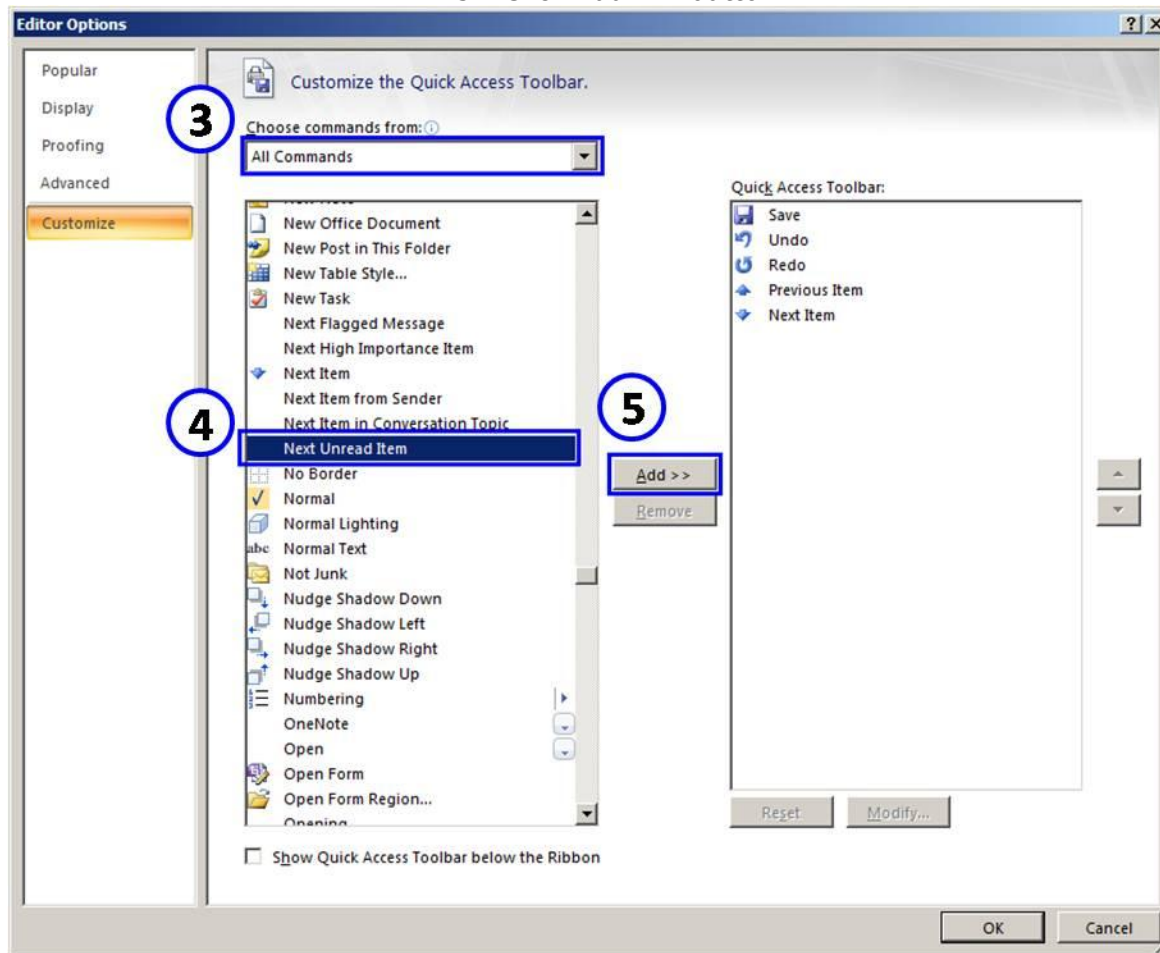
To activate the Next Unread Message button/shortcut:

1. Open a *Message* form and then expand the *Quick Access Toolbar* menu
2. From the menu, select **More Commands...**



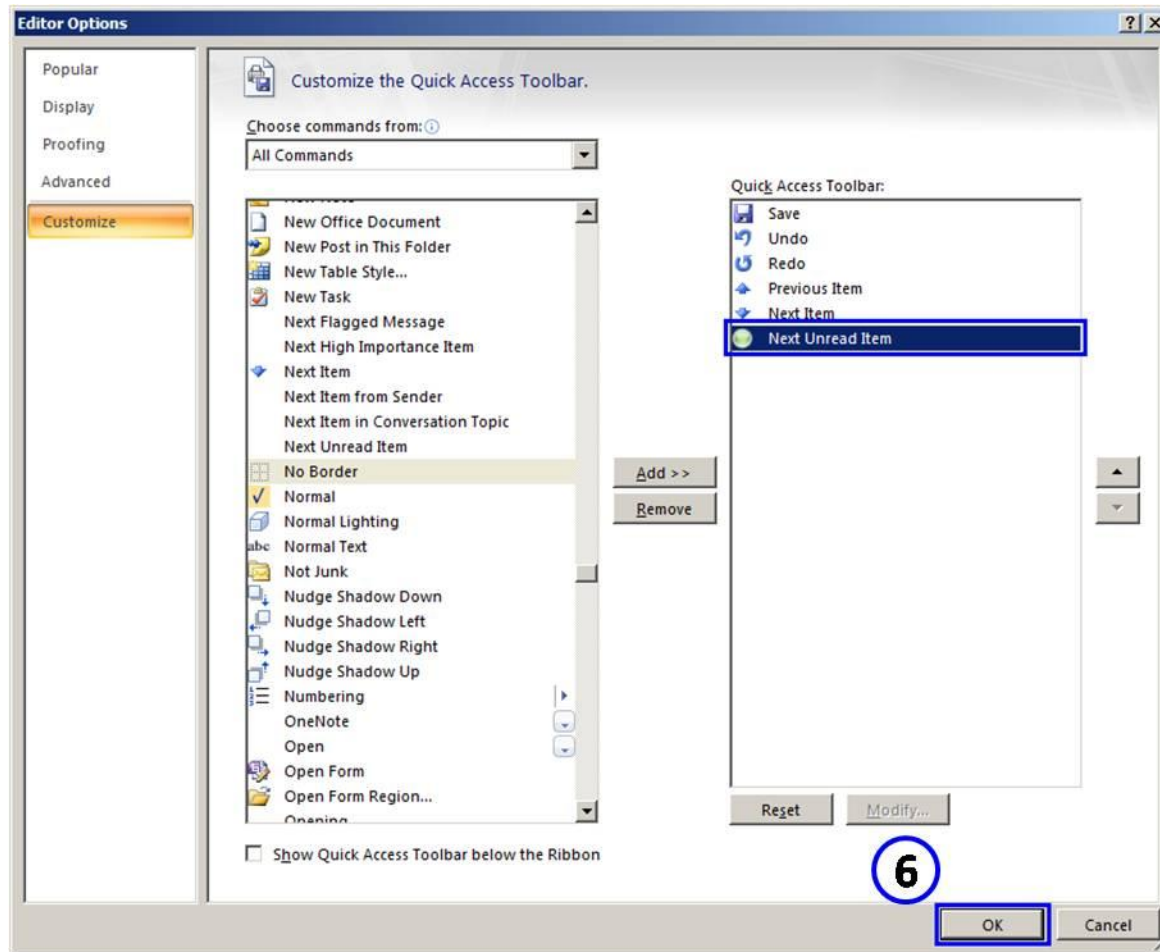
Editor Options window will appear

3. Under the *Customize* category, set *Choose commands from:* dropdown to **All Commands**
4. Select the **Next Unread Item** command
5. Click **Add >>** button

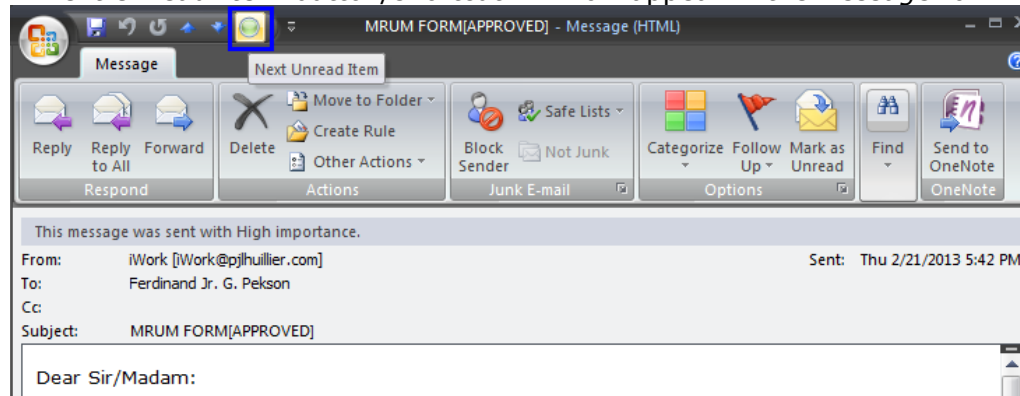


**Next Unread Item** command will be displayed under *Quick Access Toolbar* list

6. Click *Ok* button

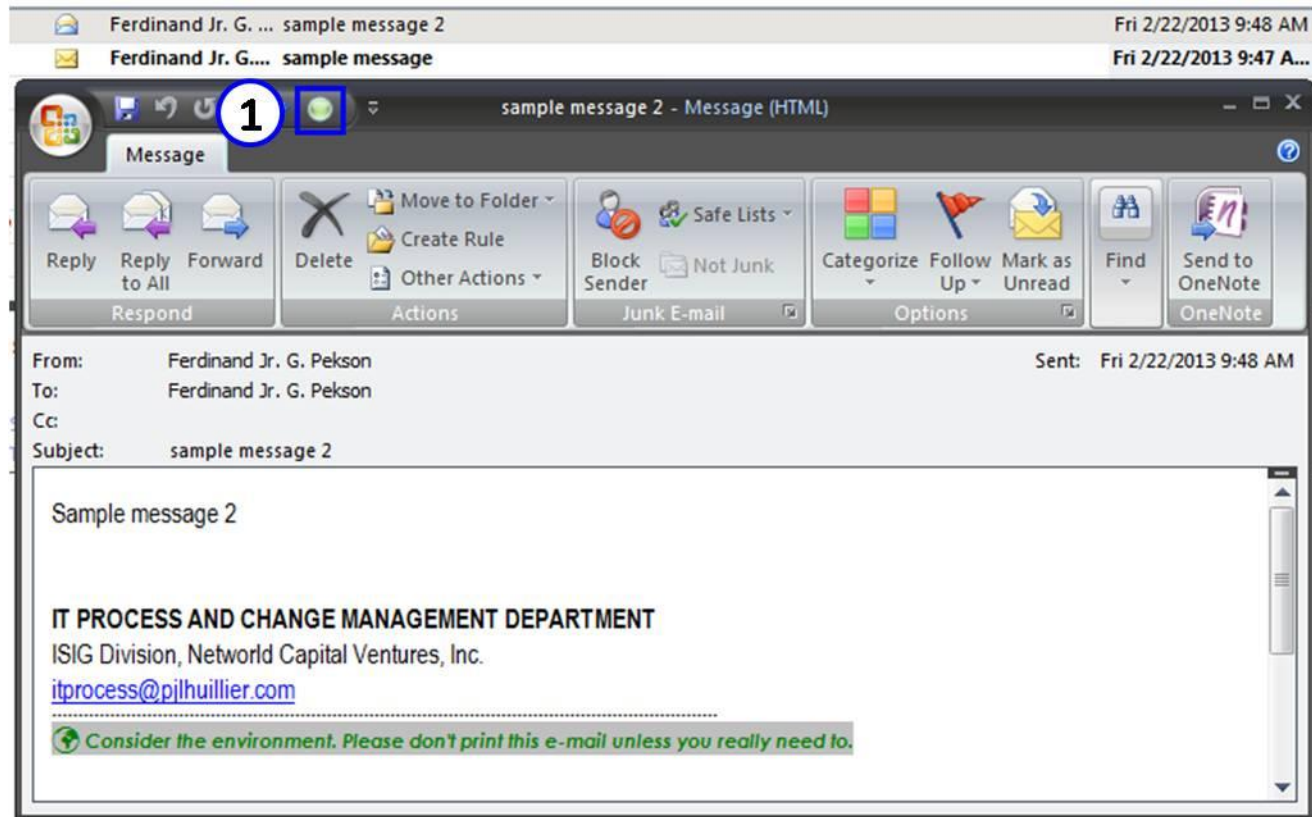


*Next Unread Item* button/shortcut will now appear in the *Message* form

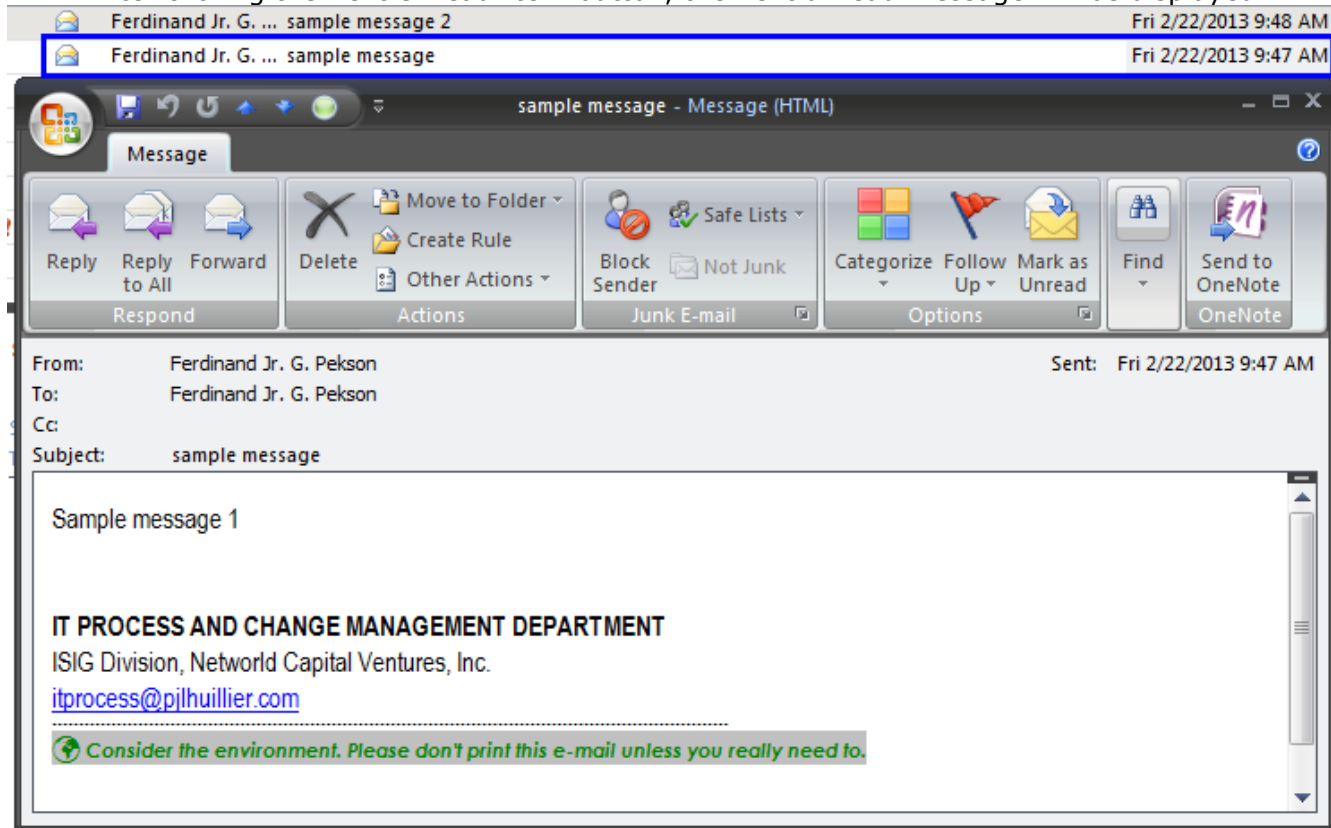


To view the next unread email:

1. Click *Next Unread Item* button



After clicking the *Next Unread Item* button, the next unread message will be displayed



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