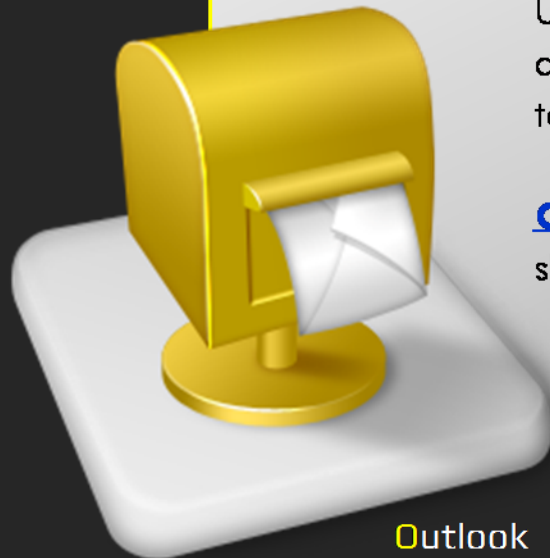


Outlook Keyboard Shortcuts – PART 2

Using keyboard shortcuts is usually faster than it is to mouse around menus to be able to run a command or perform a task in Outlook.

[Click here](#) to learn additional time-saving keyboard shortcuts in Outlook.



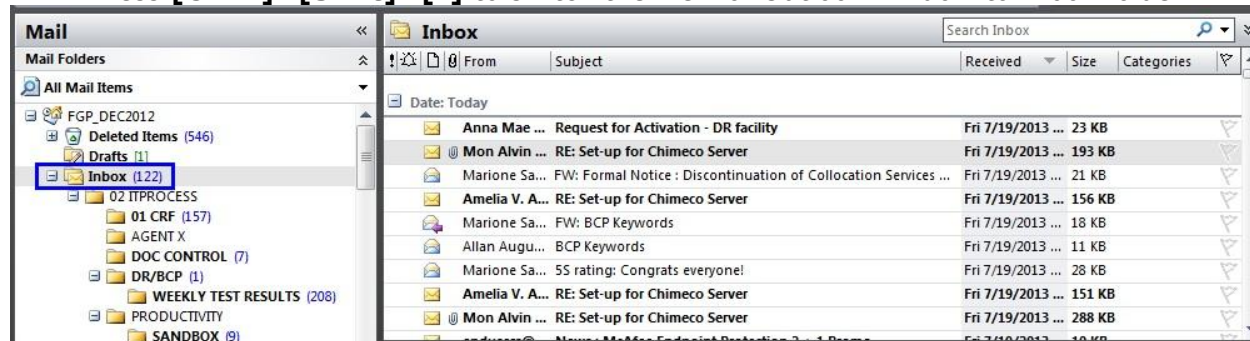
Outlook

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

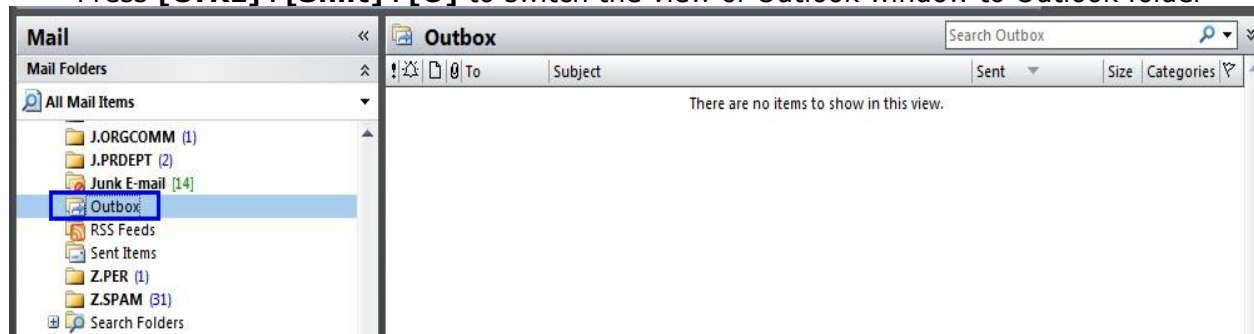
Outlook Keyboard Shortcuts – PART 2

The following is a list of most commonly used shortcuts that works in Outlook's main window.

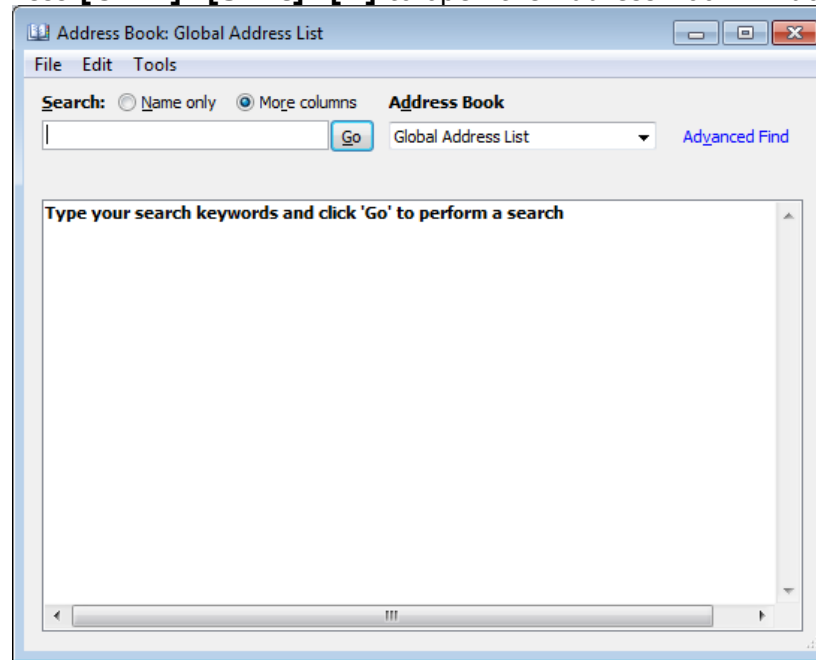
Press **[CTRL]+[Shift]+[I]** to switch the view of Outlook window to Inbox folder



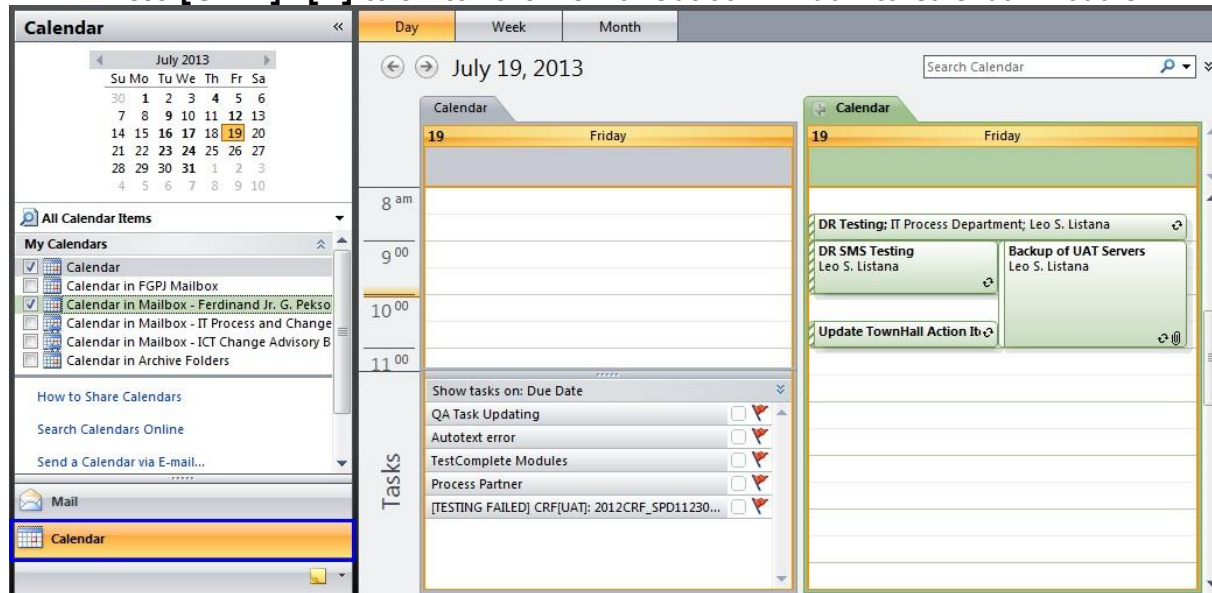
Press **[CTRL]+[Shift]+[O]** to switch the view of Outlook window to Outlook folder



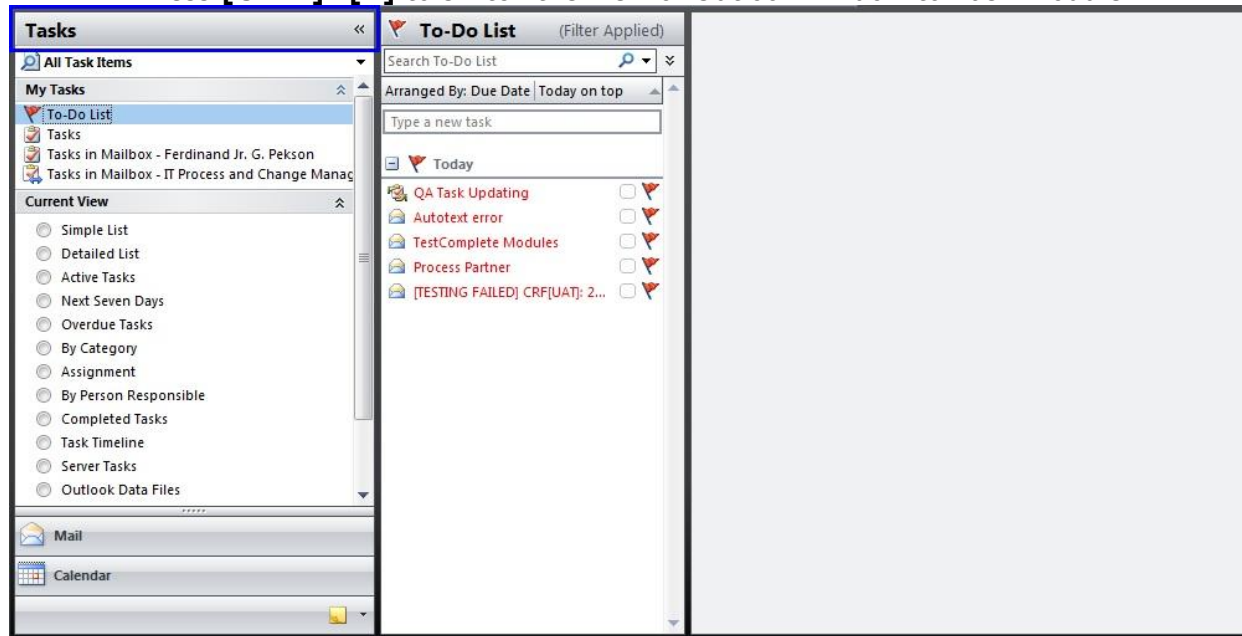
Press **[CTRL]+[Shift]+[B]** to open the Address Book window



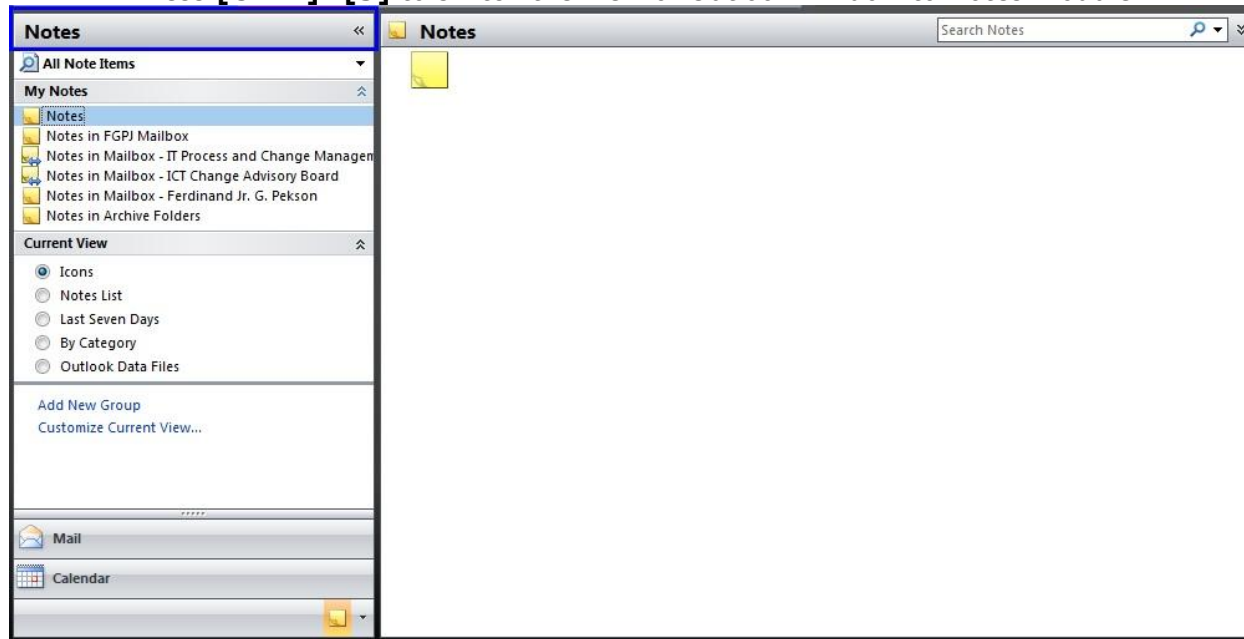
Press **[CTRL]+[2]** to switch the view of Outlook window to Calendar module



Press **[CTRL]+[4]** to switch the view of Outlook window to Task module



Press **[CTRL]+[5]** to switch the view of Outlook window to Notes module



Press **[F9]** to perform Send/Receive

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