



Outlook Cheat Sheet

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INBOX

Open new email



Open received email



Create new appointment



Create meeting request



Add new contact



Open new task



Create folder



INBOX

Flag email for follow up



Add quick flag



Move email to another folder



Copy email to another folder



Delete email



Select all emails



Mark email as read



Mark email as unread



NAVIGATION

Switch to inbox



Switch to mail mode



Switch to calendar mode



Switch to contacts mode



Switch to task mode



Switch to notes mode



Display folder list in navigation pane



Switch to shortcuts



IN EMAIL

Send email



Save as draft



Forward



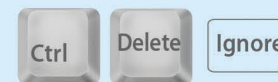
Reply



Reply to all



Mute conversation



Previous / next email



Spell check



OTHER

Print email



Speed read emails



Open address book



Add new note



Go to home tab



Send and receive all



Jump to search bar



Advanced search



Fold along the dotted lines and glue here.

*Please note that some shortcuts may be specific to certain versions of Outlook.