

Microsoft® Outlook® 2003 Quick Reference



digital content factory

Navigation Keys (Inbox)

UP ARROW	Moves to the previous or the next message.
DOWN ARROW	Moves to the previous or the next message group.
LEFT ARROW	Moves to the first or the last message.
RIGHT ARROW	Moves to the previous or the next message group.
HOME / END	Moves to the first or the last message.
PAGE UP	Displays the previous or next screen of messages.
PAGE DOWN	Displays the previous or next screen of messages.

Navigation Keys (Calendar)

UP ARROW	Moves to the previous or next half hour or full day, depending on the current view.
DOWN ARROW	Moves to the previous or next half hour or full day, depending on the current view.
LEFT ARROW	Moves to the previous or next day or week, depending on the current view.
RIGHT ARROW	Moves to the previous or next day or week, depending on the current view.
HOME / END	Moves to the beginning or the end of the day or week, depending on the current view.
PAGE UP	Displays the previous or next screen of times or dates, depending on the current view.
PAGE DOWN	Displays the previous or next screen of times or dates, depending on the current view.

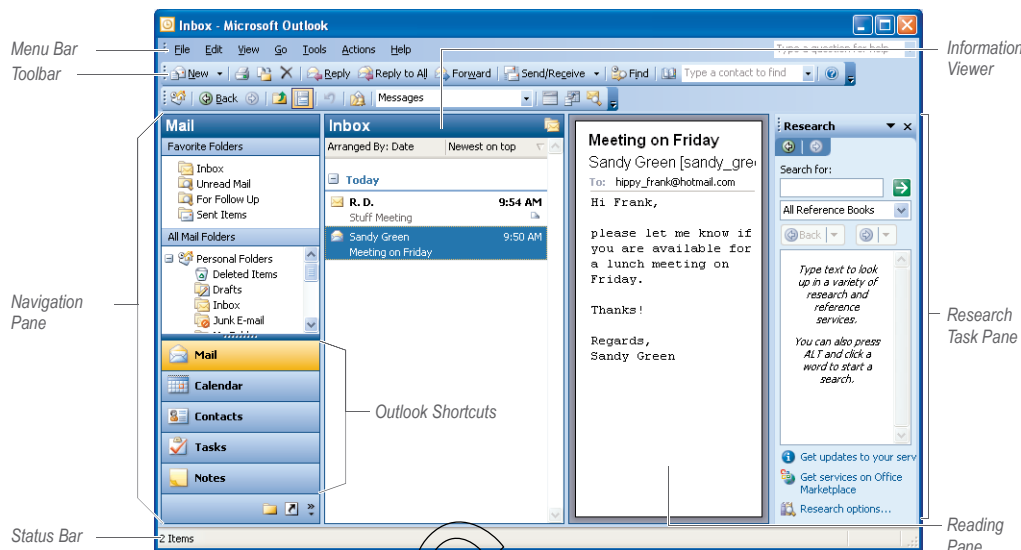
Shortcuts, Buttons, and Commands (Inbox)

CTRL+ SHIFT+I		Go > Folder > Inbox
CTRL+SHIFT+O		Go > Folder > Outbox
CTRL+N		File > New > Mail Message
CTRL+P		File > Print
CTRL+SHIFT+V		Edit > Move to Folder
CTRL+D		Edit > Delete
CTRL+R		Actions > Reply
CTRL+SHIFT+R		Actions > Reply to All
CTRL+F		Actions > Forward
F9		Tools > Send/Receive > Send/Receive All
CTRL+E		Tools > Find > Find
CTRL+SHIFT+B		Tools > Address Book
F1		Help > Microsoft Office Outlook Help

Shortcuts, Buttons, and Commands (Calendar)

CTRL+N		File > New > Appointment
CTRL+SHIFT+Q		File > New > Meeting Request
		Go > Today
ALT+1		View > Day
ALT+5		View > Work Week
ALT+-		View > Week
ALT+=		View > Month

Inbox Window



Productivity Tips

1. Deleting Outdated E-Mail Addresses

When you begin to enter an e-mail address of someone to which you have previously sent a message, a list of names/addresses similar to the one being entered appears. This list can become outdated over time. To remove an outdated address:

1. With the list open, press the **UP ARROW** key or **DOWN ARROW** key to select the name or address to be deleted.
2. Press **DELETE**.

2. Working with Outlook Notes on the Desktop

To save time, you can create an Outlook note using a shortcut located on the Desktop, as opposed to starting Outlook and then selecting the appropriate commands. To create the shortcut:

1. Right-click the Desktop and select **New > Shortcut**.
2. Type the following path in the Type the location of the item text box: "C:\Program Files\Microsoft Office\OFFICE11\OUTLOOK.EXE" /c ipm.stickynote.
3. Click the **Next** button, name the shortcut, and click the **Finish** button.

When you double-click the shortcut, an Outlook note appears on your Desktop to which text can be entered and the note saved.

3. Viewing Non-Consecutive Dates

It is sometimes useful to see several non-consecutive dates in a single view, as opposed to working with the default calendar views. To view non-consecutive dates:

1. In the Date Navigator, click the first date to be included in the view.
2. Hold the **CTRL** key and click any other dates you want to view. To remove a date, click it again. Note that you can display up to 14 non-consecutive days.

Basic Tasks

Starting Microsoft Outlook 2003

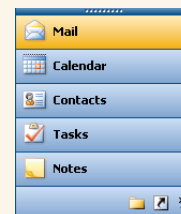
1. Click the **Start** button.
2. Select **All Programs > Microsoft Office > Microsoft Office Outlook 2003**.

Showing and Hiding the Navigation Pane

1. Select **View > Navigation Pane** to toggle between showing or hiding the Navigation pane.

Using the Navigation Pane

1. Click a shortcut to open the desired view.



2. If required, select the desired folder.

Showing and Hiding the Reading Pane

1. Select **View > Reading Pane > Right** or **Bottom** to show the Reading Pane as desired.
2. Select **View > Reading Pane > Off** to hide the Reading Pane.

-- OR --

1. Click the **Reading Pane** button on the Advanced toolbar to show or hide the Reading Pane.

Displaying the Folder List

1. Select **Go > Folder List** or click the **Folder List** icon in the Navigation Pane.

Displaying the Shortcut List

1. Select **Go > Shortcuts** or click the **Shortcuts** icon in the Navigation Pane.

Getting Help While You Work

1. Click in the **Type a question for help** text box on the Menu Bar.
2. Type the desired help question and press **ENTER**.