

Outlook Shortcuts

We all know that keyboard shortcuts are faster than using the mouse, so here are some Outlook shortcuts for you.

Open email: CTRL + 1

Open calendar: CTRL + 2

Open contacts: CTRL + 3

Open tasks: CTRL + 4

Reply to an email: CTRL + R

Create a new email: CTRL + Shift + M

Source: <https://www.goskills.com/Microsoft-Office/Resources/Outlook-hacks>