wiredfly: Outlook

KEYBOARD SHORTCUTS

FORMATTING TEXT

Action	Shortcut
Bold the selected text	[Ctrl]B
Underline the selected text	[Ctrl]U
Italicize the selected text	[Ctrl]I
Add bullets	[Ctrl][Shift]L
Increase the indent	[Ctrl]T
Decrease the indent	[Ctrl][Shift]T

Action	Shortcut
Center a paragraph	[Ctrl]E
Left-align a paragraph	[Ctrl]L
Increase the size of selected text	[Ctrl] and]
Decrease the size of selected text	[Ctrl] and [
Remove character formatting	[Ctrl][Spacebar]
Toggle capitalization of selected text	[Shift][F3]

NAVIGATION AND SELECTION

Action	Shortcut
Move to the beginning of an item	[Ctrl][Home]
Move to the end of an item	[Ctrl][End]
Move one character to the left or right	Left or right arrow
Move one word to the left or right	[Ctrl] and left or right arrow
Select one character to the left	[Shift] and left arrow
Select one character to the right	[Shift] and right arrow

Action	Shortcut
Select from the insertion point to the beginning of an item	[Ctrl][Shift][Home]
Select from the insertion point to the end of an item	[Ctrl][Shift][End]
Select one word to the left	[Ctrl][Shift] and left arrow
Select one word to the right	[Ctrl][Shift] and right arrow

OUTLOOK BASICS

Action	Shortcut
Save an item	[Ctrl]S
Send a message	[Alt]S
Open the Save As dialog box	[F12]
Go to a folder	[Ctrl]Y
Post to a folder	[Ctrl][Shift]S
Print an item	[Ctrl]P
Create a new item	[Ctrl]N
Copy selected text	[Ctrl]C
Cut selected text	[Ctrl]X
Paste selected text	[Ctrl]V
Copy an item	[Ctrl][Shift]Y
Move an item	[Ctrl][Shift]V
Delete an item	[Ctrl]D
Check names	[Ctrl]K
Undo last action	[Ctrl]Z

Action	Shortcut
Select all text in an item or all items in a pane	[Ctrl]A
Display shortcut menu	[Shift][F10]
Find items	[F3]
Find specified text	[F4]
Find next occurrence of specified text	[Shift][F4]
Check for new mail	[F5]
Forward a message	[Ctrl]F
Check spelling in an item	[F7]
Switch to Inbox	[Ctrl][Shift]I
Switch to Outbox	[Ctrl][Shift]O
Display the Address book	[Ctrl][Shift]B
Launch an Advanced Find	[Ctrl][Shift]F
Flag a message for follow-up	[Ctrl][Shift]G
Go to a Contact's Web page	[Ctl][Shift]X
Open Go To Date dialog box (in a Day/Week/Month view)	[Ctrl]G

WORKING WITH ITEMS

Action	Shortcut
Create an appointment	[Ctrl][Shift]A
Create a contact	[Ctrl][Shift]C
Create a folder	[Ctrl][Shift]E
Create a journal entry	[Ctrl][Shift]J
Create a distribution list	[Ctrl][Shift]L

Action	Shortcut
Create a message	[Ctrl][Shift]M
Create a meeting request	[Ctrl][Shift]Q
Create a note	[Ctrl][Shift]N
Create a task	[Ctrl][Shift]K
Create a request	[Ctrl][Shift]U

Action	Shortcut
Reply to a message	[Ctrl]R
Reply All	[Ctrl][Shift]R
Forward a message	[Ctrl]F
Mark a message as read	[Ctrl]Q
Accept an item	[Alt]C
Decline an item	[Alt]D

TIPS AND TRICKS

PINPOINT A CONTACT

Need directions to the location of someone on your Contacts list? Just bring up the Contact card for that person and click Display Map Of Address. This will take you to the MapPoint Web site, which will use the contact's address to create a map of that location.

COLOR YOUR MESSAGES

Here's an easy way to make messages from a particular sender catch your attention in a sea of Inbox items: Set Outlook to display those items in color. With a message from the sender selected, click the Organize button (Outlook 2003 users go to Tools | Organize) and then click Using Colors. The sender's name will appear in the Color Messages From text box. Just choose a color and click Apply Color. Outlook will change the color of existing messages, along with future ones.

SEE WHAT YOU NEED TO SEE WITH MULTIPLE WINDOWS

When you switch from viewing your Inbox to your Calendar, or some other type of item, you lose sight of information you may need from the previous window. The easy, but often overlooked, solution is to open your Outlook folders in their own windows. To do this, right-click on an icon in the Outlook bar or on a folder in the folder list and choose Open In New Window. You can then size and position the windows so you can see what you need to.

QUICKLY ADD AN OUTLOOK CONTACT

When someone has sent you a message, adding that person to your Contacts list is a snap. Just open the message, right-click on the sender's name after the word From, and choose Add To Contacts from the shortcut menu. A new contact item will appear, complete with the sender's name and information. Add any other information you want and then click Save And Close.

LET OUTLOOK SIGN IT

You don't have to type a signature at the bottom of every e-mail message you create—let Outlook do it for you. To set up a signature for Outlook to use, first go to Tools | Options and click the Mail Format tab. Then, click Signature Picker (Signatures in Outlook XP and 2003), click New, type a name for the signature, and click Next. Now, simply enter your signature text and use the Font and Paragraph buttons to apply any formatting you want. Click Finish and then click OK. To tell Outlook to start using your signature in all your messages, click OK again to close the Options dialog box.

COMBINE OUTLOOK MESSAGES IN ONE FILE

If you have a large number of e-mail messages you'd like to save into one file, you don't have to open each one manually and go through a tedious copy-and-paste exercise. You can get Outlook to handle the job for you. First, select all the messages you want to save. (If they're not next to each other, hold down [Ctrl] as you click on each one.) Next, go to File | Save As, enter a filename, and click Save. Outlook will save the selected messages as a text file, which you can then open using any text editor, including Word.

SEND A DOCUMENT TO COWORKERS

From time to time, you may find yourself working on a document that you need to share with a coworker or your manager. Word and Outlook work together to streamline the process of e-mailing a document, saving you several steps. Just save the document, go to File | Send To, and select Mail Recipient (As Attachment). Outlook will jump in and create a new message with your document attached to it. Enter the desired address(es) in the To box and click Send to fire off the document to those who need to see it.

DISPLAY MESSAGES IN THE ORDER YOU WANT

Normally, Outlook displays messages in your Inbox according to the time they were received, with the most recent arrivals at the top. But if you'd like to see your messages arranged differently—for instance, listed by sender or subject, it's easy to change the display scheme. Just click the heading you want to use as your sort criterion. By default, Outlook will arrange messages in ascending order. (In the case of sender or subject, this means alphabetically.) But you can reverse that order by clicking the heading a second time.

SAVE LOOKUP TIME WITH THE FIND A CONTACT FEATURE

To quickly locate and send an e-mail message to a contact, use the Find A Contact box on the Standard toolbar. Type in a name or part of a contact's name and Outlook will return a list of possible matches. Right-click on the match and choose Action | Send Mail. If your Find A Contact box is not visible, choose View | Toolbars | Standard.

REQUEST A READ RECEIPT ON SPECIFIC MESSAGES

Outlook offers an option that allows you to request a read receipt for all the messages you send, but that can result in a lot of mailbox clutter. If you'd simply like to make sure a recipient opens a particularly important message, you can request a read receipt for just that e-mail. Before you send the message, go to View | Options and select Request A Read Receipt For This Message. Then, click Close and send the message as usual.

KEEP MAILBOX SIZE UNDER CONTROL

Organizations typically impose a size limit on user mailboxes, but not everyone knows how to stay on top of their accumulating messages to keep from maxing out. You can quickly identify space-hogging files in your Outlook folders by running a custom search. First, go to Tools | Advanced Find and choose Messages from the Look For drop-down list. Select the More Choices tab, choose Greater Than from the Size (Kilobytes) drop-down list, and then enter a value in the Size text box. For instance, entering 300 will tell Outlook to target files that are greater than 300K in size. Add any other search criteria you need and click Find Now to round up the files that match your specifications.