

# Shortcut keyboard commands for Outlook Web Access

There are more.. but.. here are the most useful....

ENTER

Open the selected message/contact, appointment etc. depending on the current folder you're in.

Ctrl+N

Open/create a new message, appointment, contact etc. depending on the current folder you're in.

Ctrl+R

Reply to the selected message.

Ctrl+U

Mark selected message as unread

Ctrl+Q

Mark the selected message as read.

Ctrl+K

Resolve the names in the address boxes (ALT+K can also be used)

Ctrl+Shift+R

"Reply all" to the selected message.

Ctrl+Shift+F

Forward the selected message.

Del

Delete the selected message.

Shift+Del

Permanently delete the selected message.

F7

Check the spelling in a message.

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