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.

Revision #1
Created 2006-05-11 09:54:10 UTC by Yamahata, Mitsuru
Updated 2006-05-11 09:54:10 UTC by Yamahata, Mitsuru