

HOT KEYS FOR OUTLOOK 2016

Use the ALT-key combinations shown to access many desirable Outlook actions, and to setup your desired Folder View and Email Preview preferences.

SELECT OUTLOOK DEFAULT ACCOUNT TO OPEN IN DEFAULT VIEW AS FOLLOWS;

Open Outlook> File> Options> Advanced> under Outlook >> Start and Exit, Browse and Select Account.

ALT by itself	Activates Hot Key Letter(s) in Menu Structure
ALT-H, N	CREATE NEW EMAIL MESSAGE
Press F9 Key	PERFORM A EMAIL SEND/RECEIVE
ALT F then X	CLOSE OUTLOOK
CTRL-P	Control P opens the PRINT Menu
ESC	Closes the currently opened email message
ALT-V	ACCESS VIEW MENU, MAKE SELECTION(s)
ALT-V,F,then N	<u>RESTORE</u> FOLDER VIEW (very useful!)
ALT-V,C,V	Select a SAVED OUTLOOK VIEW from a LIST
ALT-V,P,N	CHANGE EMAIL <u>PREVIEW</u> OPTIONS FROM LIST <i>USE ARROW KEYS (up/dn) to SELECT, then HIT ENTER</i>

TIP: After Pressing Alt with the first letter shown - let go of keys before pressing the remaining keys if any.

TIP 2: These commands run best from the Main Outlook Screen, not from opened email windows.

[Outlook 2016 is available with your Microsoft 365 account – CLICK HERE](#)

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