



Write Email

CTRL N | N

Create a new email

CTRL ENTER | ALT S

Send an email

CTRL R | R

Replay to an email

CTRL SHIFT R | SHIFT R

Replay all to an email

CTRL SHIFT F | SHIFT F

Forward an email

CTRL S

Save Draft

ESC

Discard Draft

CTRL K

Insert a hyperlink

Go to and Email list

CTRL SHIFT I

Go to Mail

CTRL SHIFT 2

Go to Calendar

CTRL SHIFT 3

Go to People

CTRL SHIFT 4

Go to Tasks

G THEN I

Go to Inbox

G THEN D

Go to Drafts

G THEN S

Go to Sent

ALT Q

Search your email

?

Show help

CTRL A

Select all messages

ESC

Clear all messages

Email Actions

CTRL Z

Undo last action

DELETE

Delete an email

SHIFT DELETE

Permanently delete an email

SHIFT E

New Folder

CTRL Q | Q

Mark an email as Read

CTRL U | U

Mark an email as UnRead

INSERT

Flag an email

E

Archive

J

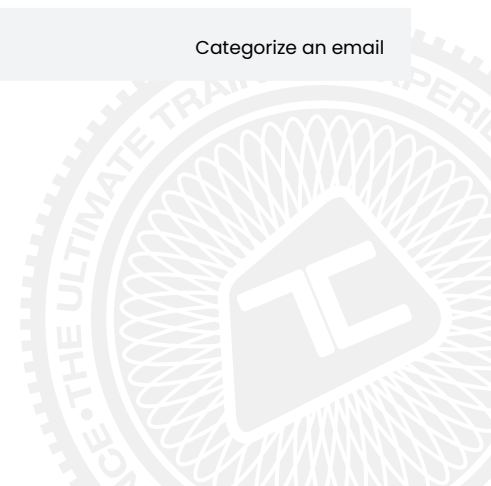
Mark an email as junk

V

Move to an folder

C

Categorize an email





Read Email



Open an Email



Close an Email



Open the next item



Open the previous item



Expand and Collapse a conversation

