

Outlook Express hotkeys (short keys) list - Use your MS Outlook efficiently

Author : admin

I'm forced to use Microsoft Outlook Express daily for my daily work in Hewlett Packard. Thus I decided to *learn the hotkeys to make my Mail use more efficient*. Here are list of **Outlook Express hotkeys**, hopefully to be useful to others too:

- Print the selected message - *Ctrl+P***
- Send and receive mail - *Ctrl+M***
- Delete a mail message - *DEL* or *Ctrl+D***
- Open or post a new message - *Ctrl+N***
- Open the Address Book - *Ctrl+SHIFT+B***
- Reply to the message author - *Ctrl+R***
- Reply to all - *Ctrl+Shift+R*, *Ctrl+G* (*news only*)**
- Refresh news message and headers - *F5***
- Forward a message - *Ctrl+F***
- Find Text - *F3***
- Find a message - *CTRL+Shift+F***
- Close Message - *ESC***
- Check Names - *Ctrl+K*, *Alt+S***
- Go to your Inbox - *Ctrl+I***
- Go to the next message in the list - *Ctrl+>* or *Ctrl+SHIFT+>***
- Go to the previous message in the list - *Ctrl+***