

Microsoft Outlook '98 – Quick Keys

Ctrl + N = NEW MAIL MESSAGE

Ctrl + S = SAVE

Ctrl + D = DELETE

Ctrl + P = PRINT

Ctrl + Q = MARK AS READ

Ctrl + X = CUT

Ctrl + C = COPY

Ctrl + V = PASTE

Ctrl + Y = GO TO FOLDER

Ctrl + Z = UNDO

F1 = HELP

F5 = SEND AND RECEIVE

F7 = SPELL CHECK