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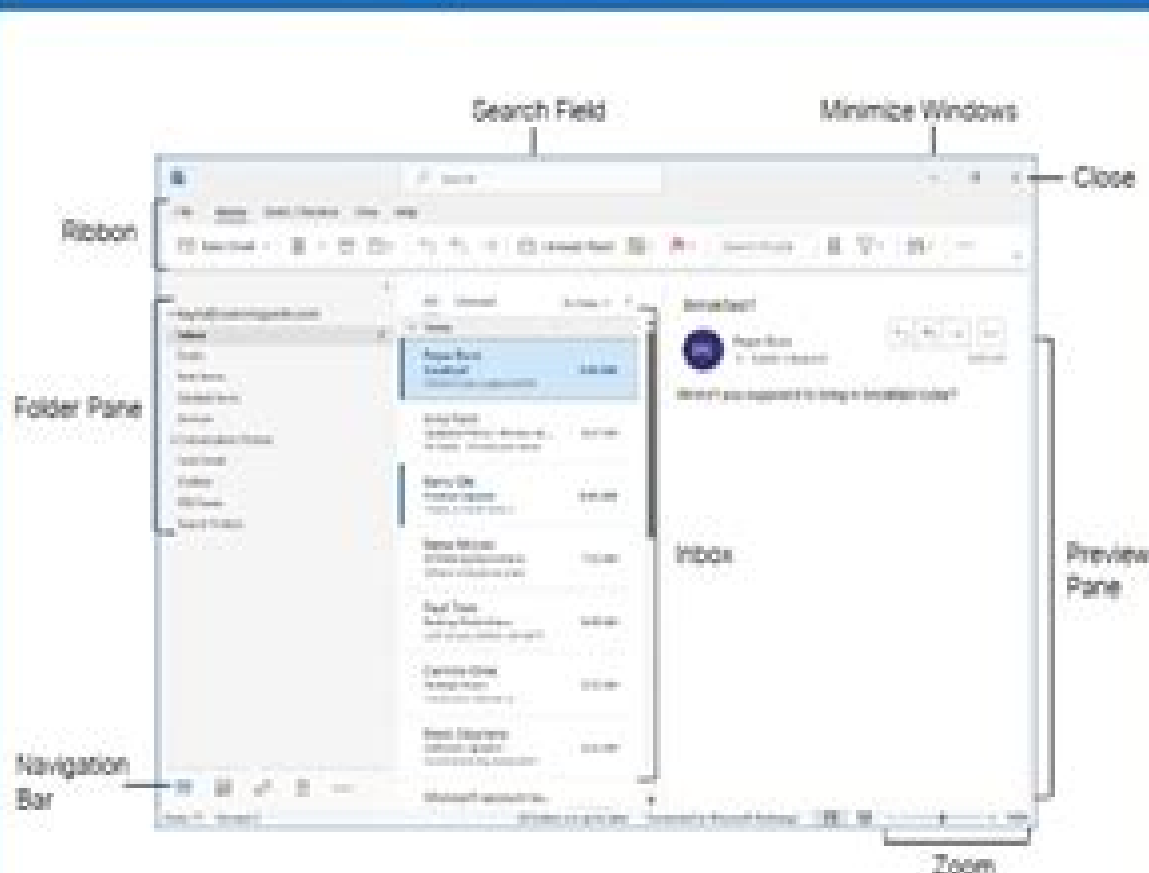
# Outlook 2021 Basic

## Quick Reference Guide



UNIVERSAL  
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### The Outlook 2021 Program Screen



### Keyboard Shortcuts

#### General

|                      |          |
|----------------------|----------|
| Print                | Ctrl + P |
| Undo                 | Ctrl + Z |
| Copy                 | Ctrl + C |
| Cut                  | Ctrl + X |
| Paste                | Ctrl + V |
| New Item             | Ctrl + N |
| Delete selected item | Delete   |
| Help                 | F1       |
| Find an item         | F3       |
| Spell Check          | F7       |

#### Navigation

|               |          |
|---------------|----------|
| Mail view     | Ctrl + 1 |
| Calendar view | Ctrl + 2 |
| Contacts view | Ctrl + 3 |
| Tasks view    | Ctrl + 4 |
| Notes         | Ctrl + 5 |

#### Mail

|             |                  |
|-------------|------------------|
| New Message | Ctrl + Shift + M |
| Reply       | Ctrl + R         |

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Freeze**



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