



Microsoft Outlook Shortcut - A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts

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Microsoft Outlook email client application is a leading email and collaboration tool from Microsoft Corporation. As an Outlook user you would already be aware that Microsoft office application and most of similar office applications requires extensive use of keyboard. However, it tend to be very annoying when you must take your hands off the keyboard and perform some very trivial job such as click Reply, Forward, checking new emails, inserting attachments, sending email, and so on. Moreover, if you need to work on a large number of emails it could be a very frustrating experience at times.

However, not many of us know that a number of applications on Windows platform come with a bunch of shortcuts that may be used to invoke a functionality or features in such application. Microsoft Outlook 2013 alone has more than 300 shortcut key sequences. These shortcuts are hardly known to an average email user. It would not be an exaggeration to state that not more than 5% of outlook user base can really claim that they know the application in true sense of the term.

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