

KEYBOARD SHORTCUTS for ENTOURAGE

Using keyboard shortcuts = less mouse use = less injuries

New	⌘ + N
Open	⌘ + O
Close	⌘ + W
Send	⌘ + Return
Delete	⌘ + Delete
Forward	⌘ + J
Reply	⌘ + R
Reply all	Shift + ⌘ + R
Print	⌘ + P
Select all	⌘ + A
Save	⌘ + S
Undo	⌘ + Z
Redo	⌘ + Y
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Add attachment	⌘ + E
Find	⌘ + F
Address book	⌘ + 2
Scroll down	Spacebar
Move to folder	Shift + ⌘ + M
Next item	⌘ +]
Previous item	⌘ + [
Quit	⌘ + Q
Mark as read	⌘ + T
Mark as unread	Shift + ⌘ + T

This is only a partial list. Use help in Outlook to find more shortcuts.

Print and hang these in your office until you know all of them.

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