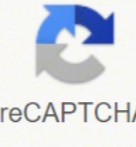
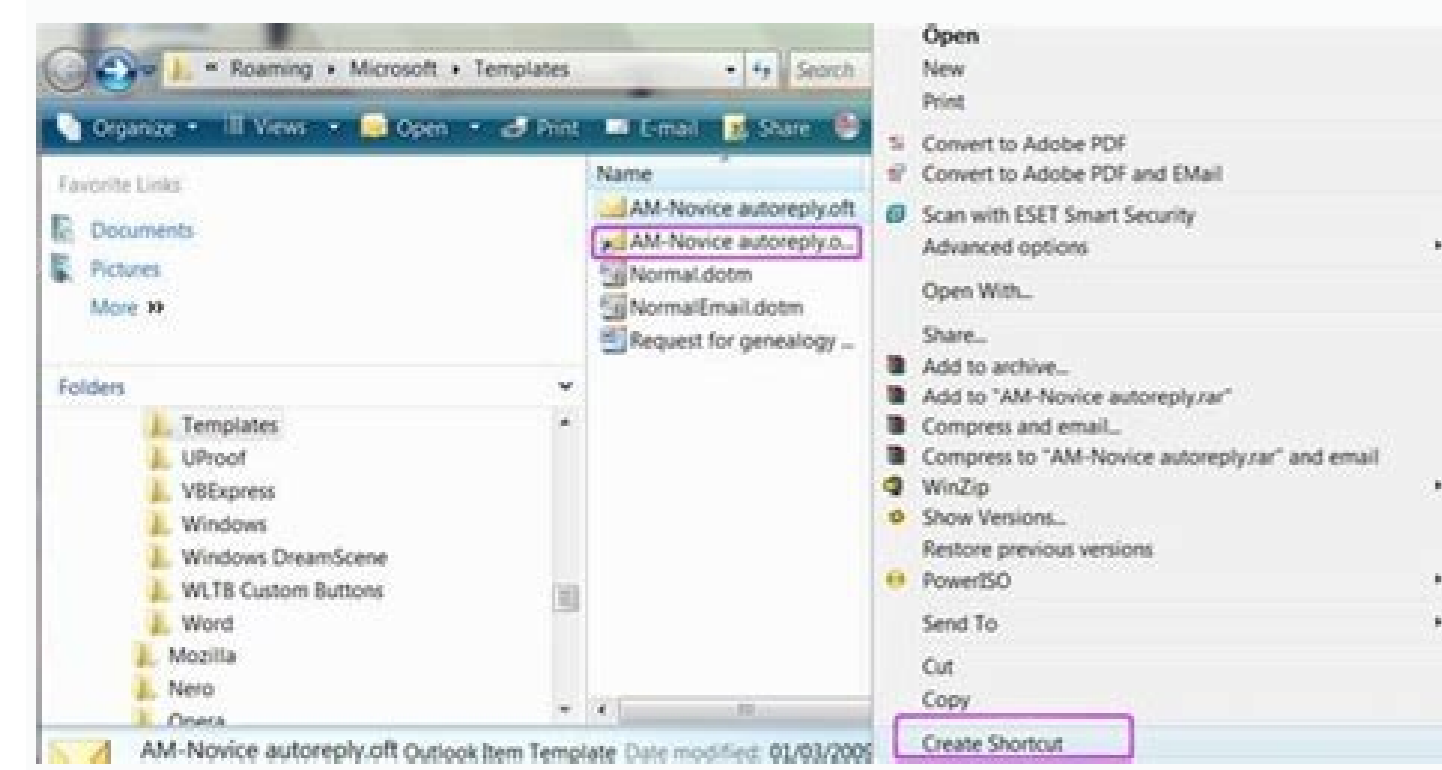


I'm not robot  reCAPTCHA

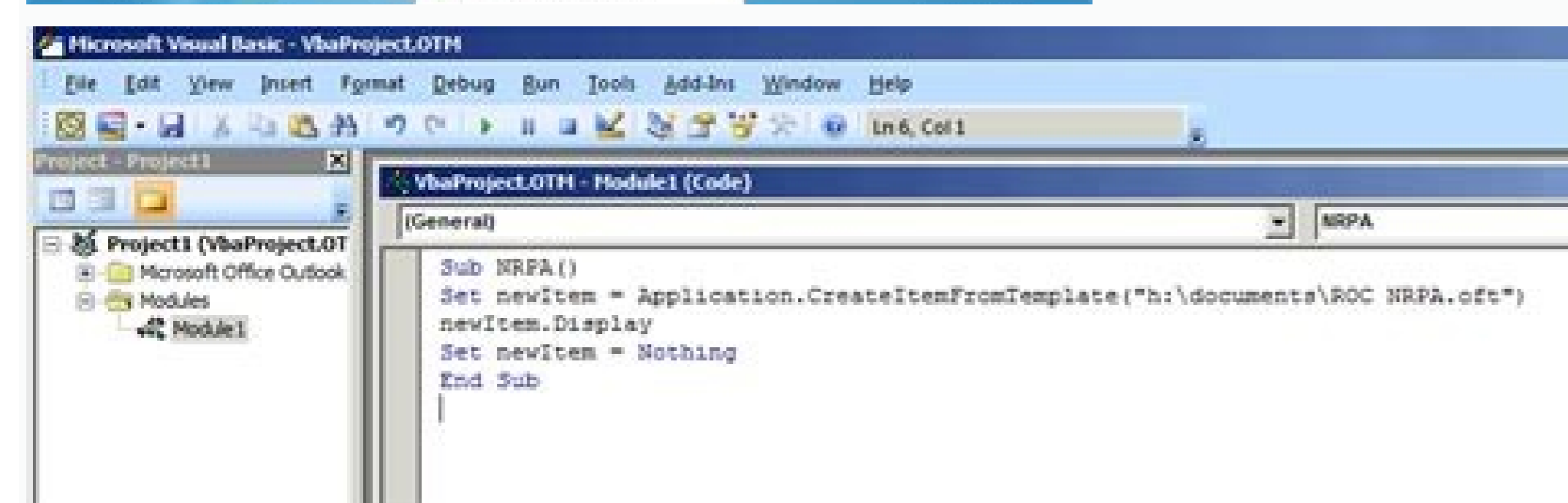
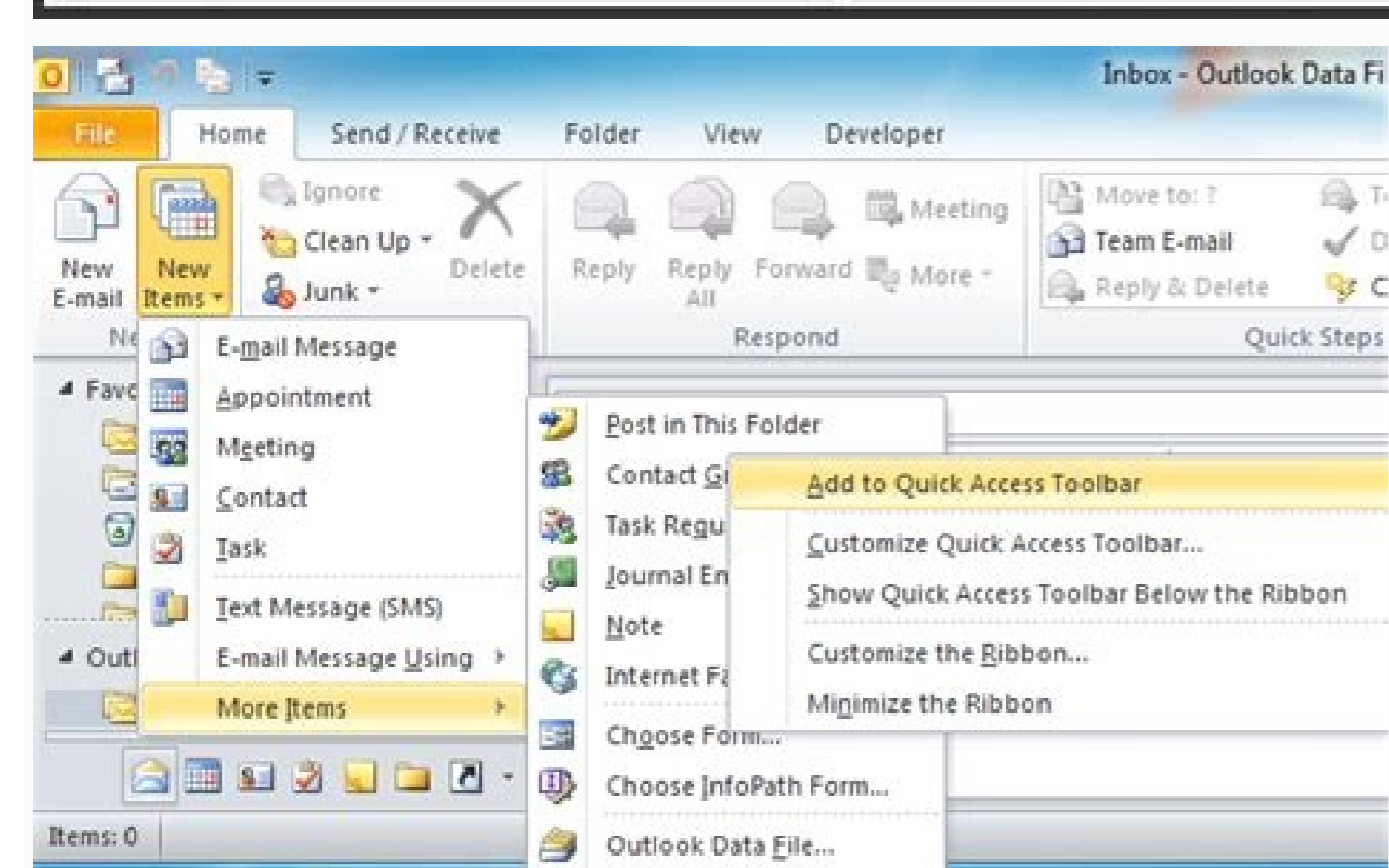
Next

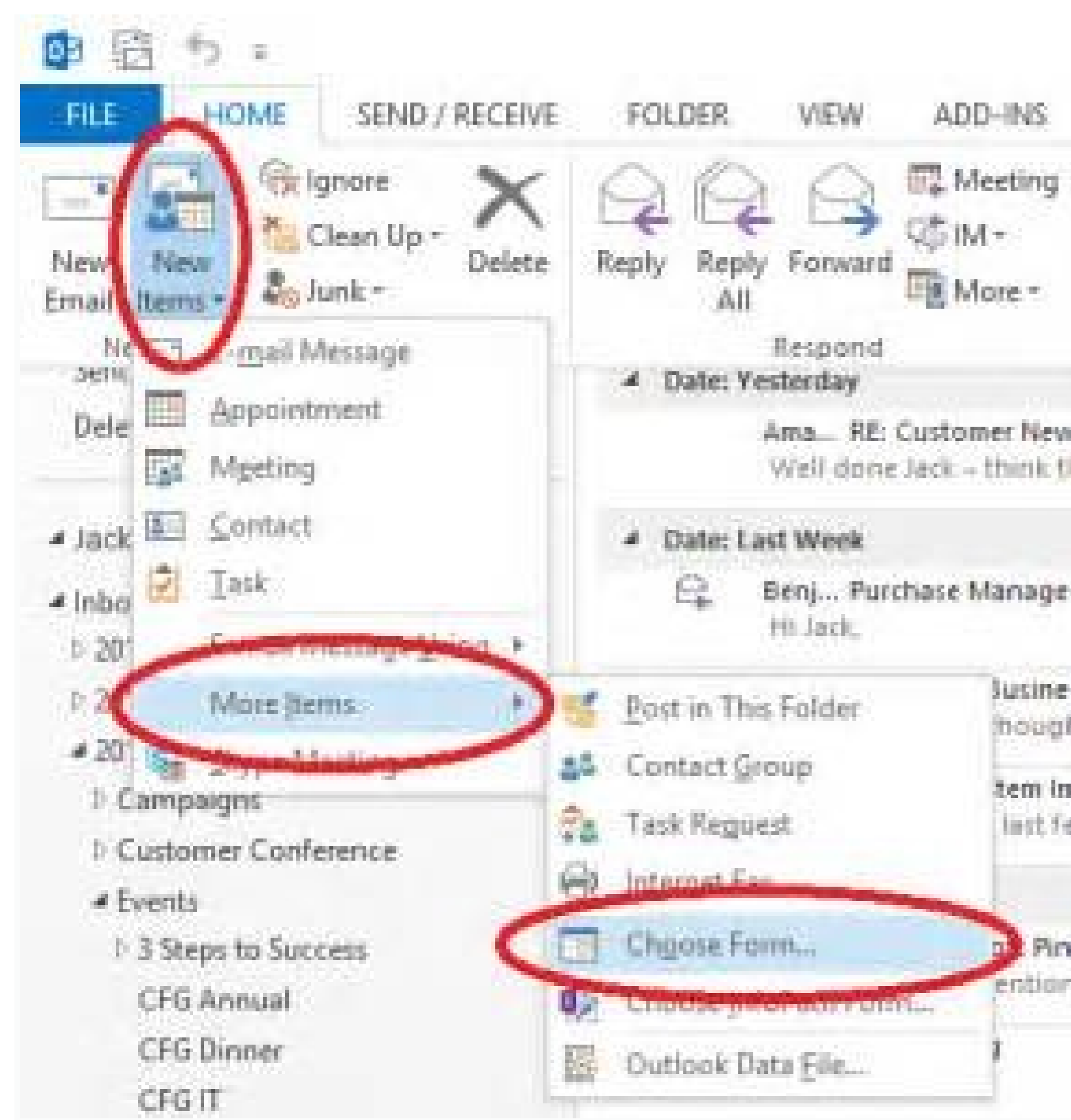


Microsoft Outlook Shortcut Keys makeuseof.com

Microsoft Outlook

Alt + .	(period) Open the Address Book with the To field selected
Alt + A	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find toolbar / Open the Insert drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + L	Reply All
Alt + M	Switch to Monthly calendar view
Alt + N	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu / Switch to Today calendar view
Alt + P	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward an item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button or field
F1	Open Outlook Help
F3	Activate the Find toolbar
F4	Open the Find window
F7	Spellcheck
F9	Send and receive all
F10	Select File from the Outlook toolbar button
F11	Activate the "Find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Shortcuts
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a draft message
Ctrl + T	Tab
Ctrl + U	Mark the selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for follow up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new Task
Ctrl + Shift + L	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outbox
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + Y	Copy a Folder





Outlook template shortcut key. Keyboard shortcut for outlook template. Open outlook template shortcut. Outlook email template shortcuts. Outlook template shortcut on ribbon.

If you find that you repeatedly send the same message, you may want to create a new template. You can create a template that contains any information that remains constant, save the template and then use the template to send a new message. Click the new email button to create a new message. Type the information for the template (e.g. all the standard information). Click File and choose Save as. Specify the file name of the template and save as File Type Outlook Template (oft). Be sure to save it in the default location for Microsoft templates. Close the message and do not save it when requested. Choose new articles > More articles > Choose the form. In appearance in: Box, select User Templates in the File System Select the form you want to use and click Open now you can write the necessary information and click Send. Click the New Message button to create a new message. In the lower right corner in the new message window, click the 'My templates' icon. Click on the + template and type the template name and template body (e.g. all standard information). Click Save. Click on the template you created and will appear in the body of the new message. There are a couple of options to create direct access to your Outlook templates. Add a new item to your quick steps in the quick steps section of the tape, choose the Create new option. Type a name for the quick step. Choose an action by clicking the arrow down - Choose new message in the response section. Type the address if necessary, click the Show Options button. Type the subject, text, etc. for the message (you can copy text from an existing template here) Click Finish to save the step/Now it will appear in the rapid passage section. Click on the name of the rapid passage item to use the template. Add a shortcut on the Outlook Ribbon Click > options. Options Select the customizing tape. "Click on the new group, then choose the name name to name it (for example, templates), type the name and click OK. Choose all the Field -Choose commands > Select Choose shape and click Add to Face. Click OK to save the changes. This icon will open a window Choose shapes. Click on the down arrow in the Look In.A, select user templates in the file system and select your template. Note: If you prefer to use the fast access toolbar, you can also customize it using the steps to customize the Outlook tape with the Outlook Template Frames add-on. Your correspondence becomes more effective. You can save the most used templates and instantly insert them into your email messages. Create and edit templates in Outlook Reply to Similar emails daily, you are sure to have the text you can copy and paste in another typical email. Instead of this routine copy and paste, you can select the necessary text fragment on the message body and save it in the list of your templates with a click. How to create an electronic mail template You can create a new template using an existing email or add one from scratch. Create a new template using text from an existing email Open the e-mail of Outlook that contains text for a new template. Select the text that will be your template. For example, if you want to create an Outlook signature template, select the corresponding part of the text in your email. In case you need to create an HTML template in Outlook, your message must be in this format. Click on the Plus icon in the plug-in panel and select the New Template option: It is also possible to right click on the place of the template where you want to have the new template and select the new template option in the menu . Suggestion. You can use the Insert key to obtain a new template in Outlook. The selected text will be filled the New template dialog box. By default, the first line of your text becomes the name of the template. You can edit the name to quickly find the template you need when you need it. Click Save and you will see a new template in the Add-ons pane. How to create an Outlook Outlook Outlook from zero Open a new message window in Outlook so you can see the plugin panel. Click the New Template icon. You will see a dialog box with two fields: the template name and its text. Enter the title of the new template in the Template Name field. This can be a brief summary that allows you to quickly find the template when you need it: Type the template text in the larger field below. You can add the necessary format. You will find all the basic formatting options in the toolbar at the top of the text box. Suggestion. Right click on the template text to see additional formatting options. Propriate. Take advantage of the Insert tab to add tables, images, links or symbols to your template: Click Save and you will see a new template in your template tree. For example, you can start a template with "Hello -%TO", and every time you insert it, the macro will show up With the name of the target screen, for example, "Hello James." -% BCC inserts the direction (s) of the BCC field in the message. -% Name_of_of name allows you to enter an email address to automatically send certain emails on behalf of another person. -% CC inserts the address (s) of the CC field in the email. -% Clear_Signature will be really useful if you have a certain signature automatically glued, but there are several templates that require a different one. Otherwise, make sure to start a new sentence from a new line so it doesn't interfere with the file path. -%WHAT TO ENTER[field label] will prompt you to enter the required value each time you insert a template into an Outlook message. For example, if you insert -%WHAT TO ENTER[Name] into the template, every time you paste it, you will see a dialog box that allows you to enter the name. Suggestion. You can even pre-populate the possible values by listing them in square brackets separated by a semicolon; in this case you will get a drop-down list with them, for example -%WHAT TO ENTER[Template Phrases; Auto BCC; Attachment Alarm]; Note. Please note that the filled text cannot contain more than 254 characters. -%ATTACHMENTS Use this macro in the Outlook template to insert a list of attachments into the message text. Whenever you use a template with this macro, all attached names will be displayed on the body message. -%TO inserts the display name of a contact in the TO field into the display name of a message body. 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For example, you can start a template with "Hello -%TO", and every time you insert it, the macro will show up With the name of the target screen, for example, "Hello James." -% BCC inserts the direction (s) of the BCC field in the message. -% Name_of_of name allows you to enter an email address to automatically send certain emails on behalf of another person. -% CC inserts the address (s) of the CC field in the email. -% Clear_Signature will be really useful if you are not in your account settings. Note that the behavior of this macroother perspective and exchange of adjustments. -% Selected is replaced by the selection. For example, instead of creating a series of templates like these: Our Templates Phrases for Microsoft Outlook is compatible with ... Our BCC car for Microsoft Outlook is compatible with ... Our accessory alarm is compatible with ... We created a single template: -% selected is compatible with Microsoft Outlook 2019, 2016, 2013-2010. So when we respond to a question about the compatibility of the templates phrases with Outlook, we will copy the name of the client's question add-on, we will paste it in our response message and we highlight it. Then we double click on the template and get: Our template phrases are compatible with Microsoft Outlook 2019, 2016, 2013-2010. -% Insert_recipient_firstname Insert the name of the recipient if your contacts are saved in Outlook contacts (the panel in the lower left corner of your Outlook). Otherwise, the email address is inserted. Insert_recipient_lastname Insert the recipient's last name in a message if your contacts are saved in Outlook contacts. Otherwise, the email address is inserted. -% Insert_recipient_fullname Insert the full name of the recipient if your contacts are saved in Outlook contacts. Otherwise, the email address is inserted. Note. Keep in mind that the three previous macros obtain the names of the recipients of the TO and CC fields. If you want to insert only the names of the recipients indicated in the TO field, use the following three macros. -% Insert_recipient1_firstname Insert the name of the recipients indicated in the TO field if their contacts are saved in Outlook contacts (the panel of the lower left corner of your Outlook). Otherwise, the email address is inserted. -% Insert_recipient1_lastname Insert the surname the recipients indicated in the TO field in a message if your contacts are saved in Outlook Contacts. Otherwise, the email address is inserted. -%INSERT_RECIPIENT1_FULLNAME inserts the name of recipients indicated in the TO field if your contacts are saved in Outlook Contacts. Otherwise, the email address is inserted. -%INSERT_TEMPLATE allows you to enter a template name between parentheses and insert it into and another template. Then, if you change the source template, this macro will automatically paste the updated version so you don't need to change it in each text fragment. -%SWITCH_TO_HTML converts your email to HTML format when inserting the template. -%CURSOR will place the cursor in the necessary place within your message. For example, after HI, so you can instantly enter the addressee's name. -%INSERT_RECIPIENT_LASTNAME inserts the addressee's last name if your contacts are saved in Outlook Contacts. Tip. If you want to insert the address text name that is not in your Outlook Contacts, use the -%TO macro. ===== Test a template in the message You can use a specific template in your email, assign a direct access to a template, use templates automatically or select a pasta option. Use a specific template in your email If you need to respond to a message using e-mail in particular, you can choose one of the following ways: Double-click the e-mail template on the tree. Select a template and click the Paste icon on the left of it. Select a template in the template tree and click the Paste icon on the toolbar. Select a template in the template tree, right-click or click the icon with 3 points to the right of it and select the Paste option. Assigning a direct access to a Outlook template You can easily assign a direct access to the keyboard to a specific template and have it inserted into the message by pressing a hot key. Select the email template in the list and click Edit. Click a little bit next to the shortcut field at the bottom of the Edit template window; Select a shortcut for the template from the drop-down list. There are 10 shortcuts available from Ctrl + Shift + 9 to Ctrl + SHIFT + 0. Click Save in the Edit Template window to confirm the changes. Templates with shortcuts are marked with numbers from 1 to 10 in the template tree suggestion. To delete a shortcut to a template in Outlook, edit the template and select none in the shortcut field. Insert templates Automatically when you create a message There is a more easy way to use your email templates in Outlook - Assigning specific direct access to your template: New, Reply, Respond to everything and go forward. These templates will be automatically inserted when you create a new message, type a response, etc.: Select the template in the list and click on the Edit icon. Click on a small arrow next to the shortcut field at the bottom of the Edit template window: There are 4 special shortcuts that you can choose from the drop-down list: Select New if you want to insert the template into all new email messages default. Select Reply if you want the template to be inserted into all the answers you create. Choose Answer to all if you need the template every time you click Answer everyone. Select Forward so that the template is available in all sent messages. Choose the shortcut you need. Click Save to confirm the changes. Templates with shortcuts are marked with the respective message icon in the template tree so you can respond using a specific template in a click! Specify the text format of the template to save your time in the application of the same format to the small text, you can use the flavor options button. Insert a template into an email and see the Options button below a pasted text block. Click the button to find a list of options and specify how Template Phrases need to paste the information into your document. The options available depend on the type of content you are pasting and the format of the text where where they are hitting. Tip You can configure the default plug option for your templates. Click on the Flavor Options button - click Set Default Paste - Cut, Copy and Paste from other programs. Choose the correct format option from the drop-down list. Thus, templates phrases gives you a series of useful ways to insert the template text in the way you need. How to manage the template tree in Outlook Here you will learn to create a new folder in the template tree, edit folder names, delete a template and move templates and folders. Create a new folder in the template tree If you use email templates in Outlook daily, you must have dozens of them. So it can be a good idea to organize them in folders. To create a new folder in the template tree, select the place in the template tree where you want to have it, and click on three points on the right side of the panel: In the drop-down menu, select the new element of Folder: You can also click with the right button on the place on the template tree where you want to have the new folder and choose the new folder. Right in the tree, enter the new name of the folder: Edit folder names Select a folder in the list. Press F2 or click with the right button in the folder and select Rename in the drop-down menu: Enter a new folder name and press ENTER. Delete a template in Outlook Select a template or a folder that you want to delete and press the key of the Delete icon in the Outlook Template phrase toolbar: You can also click with the right button in the folder or Template and select the Delete option. Note. The folder will be permanently deleted with all its templates and subfolders. Move templates / email folders to change the position of a template or email folder, drag and drop it to where you want it to be. If you want to rearrange or organize a lot of Outlook templates and folders, take advantage of the Admin Templates option: Open Outlook and go to the Ablebits.com tab. Click the Manager Templates icon. The Template Phrases pane will open in a new window. You can change change change Size of this window and organize or reorganize the text templates in the way you like. You can create templates from all over the company, work with shared perspective templates and protect them. Create templates from all over the company you can create shared templates that you can use and improve together with your colleagues directly in Outlook. The templates of the entire company are stored in a shared network unit so that other people can add this folder to their template tree and use it together with their own texts. This characteristic is ideal for sales or support equipment. Note. Before exporting and importing the shared template folder, make sure that all users of the entire company templates have the same version of the program. You can verify it if you click on the icon About the Add Panel: Create a folder with the Outlook templates you want to share. Select the folder, click with the right button and select the Export the selected folder. You can also click with the right button in the folder in the templates list and select the Export the selected folder. Save the data file in any location accessible by all users who need to work with shared templates. Follow these steps when your Outlook templates are in a shared network drive. Select the folder, click with the right button in this and select the Add Shared Templates option: Browse the file with shared templates, select it and click OK. You will see the folder with shared templates at the end of your template tree. Any change that makes to these templates will be available for all users. If your shared template folder is stored in Dropbox or ONEDRIVE, the other users must ensure that the folder is synchronized with your local disk and reopen the template phrases panel. Note. Is add more than one shared folder. Protect the entire company's templates by switching Outlook with sharing Outlook templates, it may be a good idea to protect them from any changes, available or not. By default, you can edit shared templates the same way you are yours. If you want to keep keep Stored in a shared network drive, set the read-only attribute for the file. Right click on the file with shared templates in the Windows Explorer and select Properties. You will see the check box only read at the bottom of the window. Select it and click OK. You can also set the permission level to read only for the folder that contains the file. Once you do it, your file with shared templates will become only reading. Backup and transfer your templates Learn how to make backup copies of your Outlook templates and copy and back up the template folders. Backup easily your Outlook templates If you ever lose your Outlook email templates, you can easily restore with the backup option. You can export existing email templates and import them on your computer if you lose your templates or get a new PC. How to export email templates to transfer Outlook templates, you need to export your folder to the .data file. To do this, right click on any element of the panel and select the option Export all or export the selected folder: Find the location you want, enter a file name and click OK. How to import templates to import your templates, click with the right button in the folder that will contain the templates transferred in the list and select the Import option. The templates will be imported into the selected folder and will be placed at the end of the list: You can recover your lost template file or deleted in Outlook 2019 & 2010. The folder with your templates is stored here: if you have Windows 7 or View: C:\Users\ User Account\AppData\Roaming\Add-in Express\ Template Phrases for Microsoft Outlook\ If you have Windows XP, C:\Documents and USER\local settings\AppData\Add-In Express\T Replacement Frames for Microsoft Outlook\ If the application data or the AppData folder are hidden, do the following: Select Tools-gives Folder options... in the Explorer menu. Go to the See tab. Click Show hidden files and folders, click OK If you lose your templates, please follow theseClose Outlook. Place the backed folder with your electronic mail templates to the same location on your PC. Start Outlook - Your templates must be recovered. How to find templates in Outlook The search field allows you to find the correct text fragment in seconds without scrolling up and down the template tree: In the search field, type the keywords that appear in the title or in the Body of the template that you are looking for: As you type, all the templates that fit are listed in the templates phrase panel: your search entries are saved. If you want to find Outlook templates you searched before, you can access them by clicking on a small arrow next to the search field. Note. You can specify the number of search entries saved and delete the list in the search options. You can paste, edit, delete templates and add or delete favorites. How to work with favorite templates in Outlook When you use Outlook templates all day, it can be useful to select favorite templates and organize them as you want: have them in a folder or organize them in any number of folders. You can even create a shortcut to your favorite Outlook templates. If you want to use a template as a favorite, select on the template tree or in the list with the search results. Click Add to favorites icon in the Template Frame Toolbar. The template will be added to the list on the Favorites tab. To delete a favorites template, click Delete favorites icon or click with the right template button and select the Delete favorite options: How to manage Template phrases options here you can learn to take advantage of phrase options of template. Pane Options The template panel is also available when you are reading messages. For the you can create email templates based on messages already written and sent by you or your correspondents. Click the following to view the templates pane in all types of messages: Click on three points in the bottom left corner of the pane and choose options from the menu list: Open the PANE tab in the Template Options window: Check Show the panel when reading messages and clicking OK. If you want to change the panel position in your messages, select the Show on the left or display panel on the right radio button and click OK. Deactivate and allow confirmations when working with the Outlook templates, you can see two confirmation dialog boxes: one asking if you are sure you want to delete a template or a folder and the other that allows you to know if the macro -% Attachfile = worked and if the file was added. You can disable or enable these confirmations: Open the Options dialog box. Open the tab Confirmations: Select the check box next to the confirmation to deactivate or deselect the check box to enable the confirmation and click OK. For diagnosis purposes, the template phrases for Outlook contains an option that rotates in the ADD-IN work field. To enable logging, simply click on the registration information on the Add-In work check box. Search options You can specify the number of sequestered requests saved and clear the list: Open the Options dialog box. Open the tab Search: You can specify the number of search requests that are saved in the Remember the last ... Simply enter the number or click on the arrows up and down next door. If you want to delete all previous search requests, select Clean the list and click OK. When looking for a template, you can choose to find texts and folder names that contain the keywords, or display folders that have the keywords along with your content. Check Show folders with its content in the search results for the second option. Template options The most recently used Outlook templates are added to the Recent tab automatically. You can clear up the list, specify how you want to sort the templates, and define the number of templates you want to see on this tab: Open the Options dialog box. Open the Recent tab: You can sort the recent recent templates a frequency of use, name or simply by the last used. Simply select one of the criteria from the drop-down list. You can specify the number of recent template texts you see in the Record the last field... just enter the number or click on the arrows above and below that are next to it. If you want to remove all the texts from the Outlook template that are displayed in the Recent tab, select Delete the list and click OK. The Others tab Click the Other tab to select the location of the base file. It can be useful if you want to store your templates in a Cloud drive and you need to access it easily from anywhere: Check the Include Subfolders box to allow added macros to process subfolder email addresses and custom contact lists. lists. 2021-03-22 : In Outlook 2007, select the Save as type dropdown arrow, then select Outlook Template. Select Save. Close the original email. Compose an Email Using a Template in Outlook . To write a new message (see below for replies) using a message template in Outlook: Select the Home tab, then select New Items > More Items > Choose Form. In Outlook 2007, select Tools > ... Create meeting template by creating quick steps. With the Quick Steps function in Outlook, you can easily create meeting template and use it. 1. In Outlook 2010 and 2013, click Create New in the Quick Steps group under Home tab. See screenshots: 2017-11-24 - However, if you don't want to go through the hassle of locating and opening your templates, you can create a shortcut by "pinning" the template folder on the taskbar. (see the image below) CLICK HERE TO GET STARTED. So that next time you want to launch the Outlook Email Template, you just need to "right-click" the Outlook icon pinned on the taskbar. Why your ... With Microsoft Teams now included and widely used by corporations to help facility remote working and virtual meeting, learning these shortcut keys have become even more important. In fact, I use most of these keyboard shortcuts while typing this article, which in my opinion is the greatest productivity hacks if you are working on a laptop.

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