

Key 1	Key 2	Key 3	What it does
ESC			Close a message
*F1			<b>Open Help topics</b>
F3			Find text
F5			Refresh news messages and headers
*F7			<b>Check spelling</b>
CTRL	T		Mark a thread as read
Plus sign (+)			Expand a news thread (show all responses)
Left arrow			Collapse a news thread (hide messages)
TAB			Move between the message list, folder list (if on), and preview pane

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# A Quick Guide To Using Keyboard Shortcuts In Outlook Express

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## Outlook Express Shortcut Cheat Sheet

\* are the Important ones

Shortcut			Function	1st key	2nd key	3rd key	What it does	Key 1	Key 2	Key 3	What it does
				<b>*CTRL</b>	<b>ENTER</b>		<b>Send (post) a message</b>				
<b>1st key</b>	<b>2nd key</b>	<b>3rd key</b>	<b>What it does</b>	CTRL	F		Forward a message	CTRL	SHIFT	<	Go to the previous message in the list
ALT	ENTER		View properties of a selected message	CTRL	G		Reply to all (news only)	CTRL	SHIFT	>	Go to the next message in the list
<b>*ALT</b>	<b>K</b>		<b>Check names</b>	CTRL	I		Go to your Inbox	CTRL	SHIFT	A	Mark all news messages as read
<b>*ALT</b>	<b>Left arrow</b>		<b>Go to the previous message in the list</b>	CTRL	J		Go to next unread newsgroup/folder	CTRL	SHIFT	F	Find text
<b>*ALT</b>	<b>Right arrow</b>		<b>Go to the next message in the list</b>	CTRL	K		Check names	<b>*CTRL</b>	<b>SHIFT</b>	<b>R</b>	<b>Reply to all</b>
ALT	S		Send (post) a message	CTRL	L		Show/hide the folder list	CTRL	SHIFT	S	Insert signature
				<b>*CTRL</b>	<b>M</b>		<b>Send and receive mail</b>	CTRL	SHIFT	U	Go to next unread news thread
CTRL	<		Go to the previous message in the list	CTRL	N		Open or post a new message	CTRL	U		Go to next unread mail message
CTRL	>		Go to the next message in the list	<b>*CTRL</b>	<b>O</b>		<b>Open a selected message</b>	CTRL	W		Go to a newsgroup
CTRL	A		Select all messages	CTRL	P		Print the selected message	<b>*DEL</b>			<b>Delete a mail message</b>
<b>*CTRL</b>	<b>D</b>		<b>Delete a mail message</b>	CTRL	Q		Mark a message as read	ENTER			Open a selected message
CTRL	ENTER		Mark a message as read	<b>*CTRL</b>	<b>R</b>		<b>Reply to message author</b>	ESC			Close a message