

Working with Outlook 2013 and Window-Eyes: Part 1

Outlook Keyboard Shortcuts

- Control-1: Switch to Mail
- Control-2: Switch to Calendar
- Control-3: Switch to Contacts
- Control-4: Switch to Tasks
- Control-5: Switch to Notes
- Control-Shift-I: Switch to Inbox
- Control-Y: Go to Folder
- Control-N: New mail, appointment, contact, etc.
- Control-R: Reply
- Alt-L: Reply to All
- Control-F: Forward
- Control-M or F9: Check for new messages
- Alt-S or Control-Enter: Send

Window-Eyes Hotkeys in Outlook

- Control-Alt-A: Attachments dialog
- Alt-1: From (press second time to focus From field)
- Alt-2: Date/Sent (press second time to focus Date field)
- Alt-3: To (press second time to focus To field)
- Alt-4: CC (press second time to focus CC field)
- Alt-5: BCC (press second time to focus BCC field)
- Alt-6: Subject (press second time to focus Subject field)
- Alt-7: Attachments (press second time to focus Attachments field)
- Alt-8: Status
- Insert-C: Window-Eyes Outlook Calendar