

Happy Tuesday to all,

For today's *Training Services Tech Tip of the Day* I wanted to share a tip that may make your Outlook navigation a little easier.

Who likes using shortcuts? I know I do. You may already know some of the usual ones, such as: **Ctrl + X (to cut selections)**, **Ctrl + C (to copy selections)**, and **Ctrl + V (to paste selections)**.

In Microsoft® Outlook you can take advantage of similar shortcuts to navigate around and switch the different views described below:

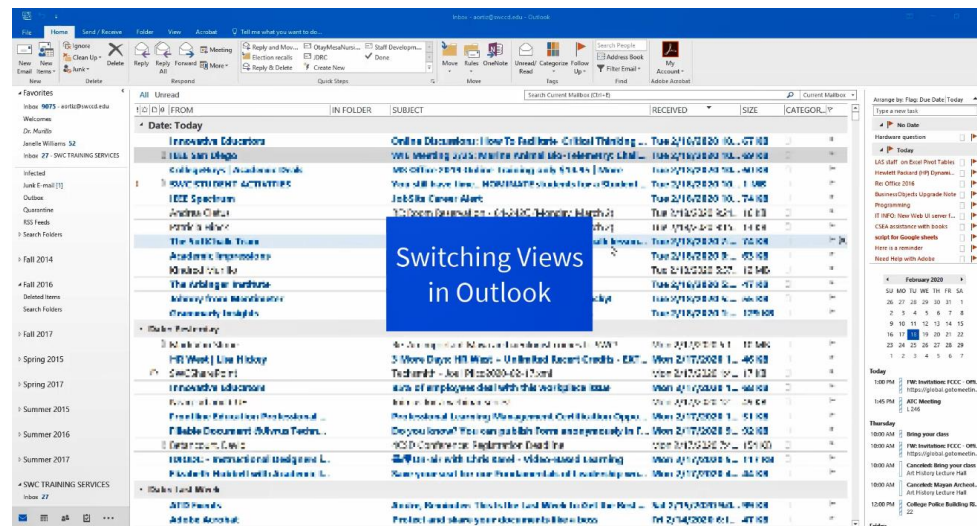


Figure 1 Outlook Client

Outlook views:

1. Mail View
2. Calendar View
3. People View
4. Tasks View
5. Notes View
6. Folders View
7. Shortcuts View

Default Mail View (Ctrl + 1)

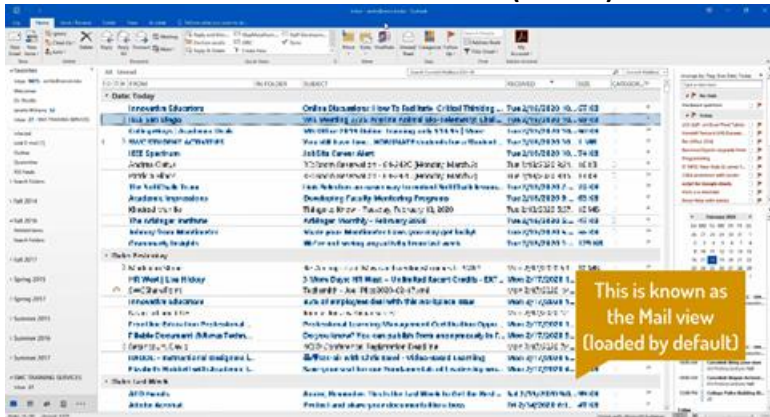


Figure 2 Mail View

This view (loaded by default) is where Outlook starts for most of us. Depending on what settings/preferences you may have enabled, you may see additional panels providing more information.

People View (Ctrl + 3)

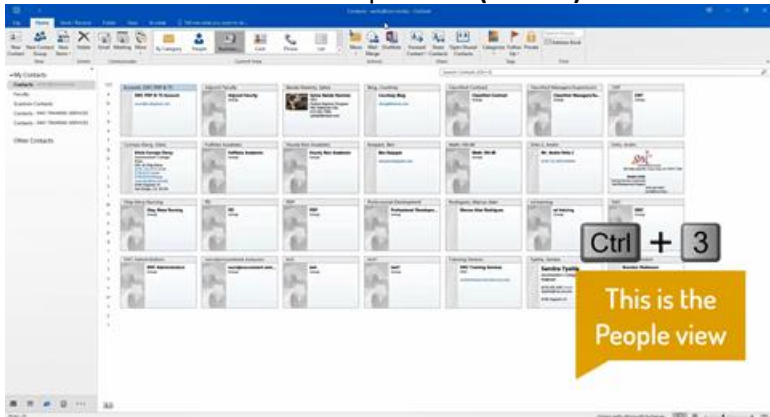


Figure 4 People View

People view allows you to look at Contacts or Contact Groups (formerly known as Distribution lists).

Calendar View (Ctrl + 2)

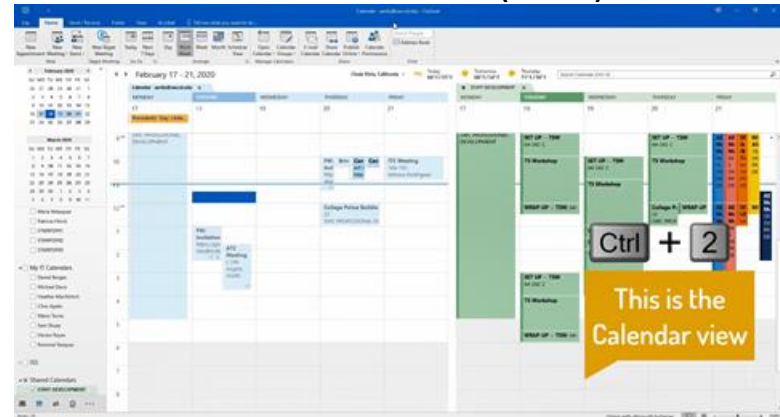


Figure 3 Calendar View

The Calendar view allows you to take a look at your Calendar and any appointments/meeting requests you may have that day/week/month.

Tasks View (Ctrl + 4)

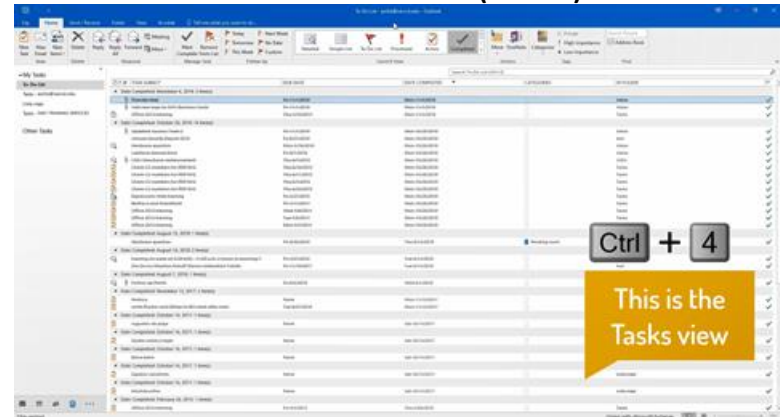


Figure 5 Tasks View

This view allows you to see any pending tasks you may need to follow up on, or see what's been completed if the right setting is enabled.

Only 4 out of the 7 views were mentioned here, but feel free to try out the other ones.

Stay tuned for more tips and workshop announcements.