



Outlook Tips & Tricks: Week 1

Outlook Overview:

Introduction to Outlook, for all new Outlook Users located in, Help Desk Self-Service (KA 14235).

Keyboard Shortcuts: Learn keyboard shortcuts to navigate Outlook faster.

Ctrl + N: Compose a new email.

Ctrl + R: Reply to an email.

Ctrl + Shift + M: Create a new meeting request.

Ctrl + C: Copy selected text

Ctrl + V: Paste copied text

Like Emails: Instead of typing a message to reply with your support for or satisfaction about an email you received, select the Smiley Face—Thumbs-up icon to like it.

Drop-In WebEx Training Sessions

September 4th, 13th, 20th, 25th

Join the below Webex Meeting anytime you are free between 9:00am-3:30pm



<https://thunderbayhospitals.webex.com/thunderbayhospitals/j.php?MTID=m4453b0295f7ea4a872da9b78493e6ecd0>



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