


























Q U I C K R E F E R E N C E

Commands and buttons:

<i>Function</i>	<i>Menu choice</i>	<i>Keystrokes</i>	<i>Toolbar</i>
Create a new mail message	File, New, Mail	Ctrl + M	
Create a new phone message	File, New, Phone Message	Ctrl + Shift + P	
Create a note for others	File, New, Reminder Note	Ctrl + Shift + R	
Create a task for others	File, New, Task	Ctrl + Shift + T	
Create an appointment for others	File, New, Appointment	Ctrl + Shift + A	
Display the Address Book	Tools, Address Book		 or 
Display the Filter dialog box	View, Filter, Edit/Create		
Display the Properties dialog box for the selected item	File, Properties	Alt + Enter 	
Display QuickViewer	View, QuickViewer	Ctrl + Q	
Forward a mail message	Actions, Forward		
Go to today	View, Go To Today	Ctrl + G	
Open the Calendar window in Day view	Window, Calendar		
Open the selected item	Actions, Open	Ctrl + O	
Print Calendar	File, Print Calendar		

<i>Function</i>	<i>Menu choice</i>	<i>Keystrokes</i>	<i>Toolbar</i>
Refresh the screen	View, Refresh	F5	
Reply to a mail message	Actions, Reply		
Spell check	Tools, Spell Check	Ctrl + F1	

Icons:

<i>Item</i>	<i>Unopened</i>	<i>Opened</i>
Mail		
Mail with attachment		
Draft mail		
Appointment		
Posted appointment		
Task		
Posted task		
Phone message	