

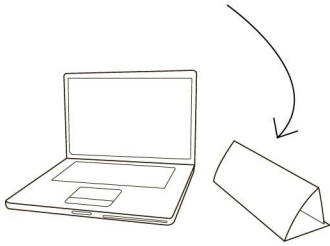
## Option #1

Keyboard Shortcuts on your desk

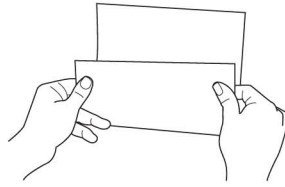
Step 1:

Step 2:

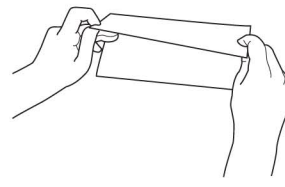
Step 3:



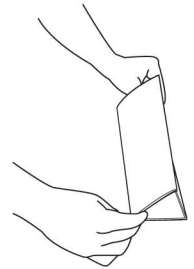
How to make a desk "keyboard Shortcut" Tepee.



Fold Top line



Fold Bottom line



Create a "Tepee" with shortcuts facing out

Top line

## Microsoft Outlook

### Email Shortcuts



Compose New Message: **CTRL + SHIFT + m**

Reply: **CTRL + r**

Reply to All: **CTRL+SHIFT+r**

Forward **CTRL + f**

Send/Receive All: **ALT + s**

Open Message: **CTRL+o**

Save a Draft Message: **CTRL + s**

Go to Calendar: **CTRL + 2**

Go to Contacts: **CTRL + 3**

Create a New Contact: **Ctrl + Shift + c**



[www.rackspace.com/apps](http://www.rackspace.com/apps)

Bottom line

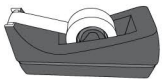
## Option #2

Keyboard Shortcuts on your wall

Step 1:

Step 2:

Step 3:

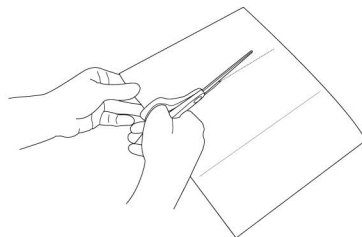


tape

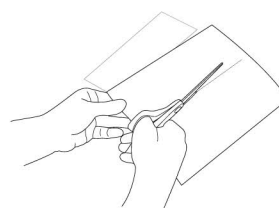


scissors

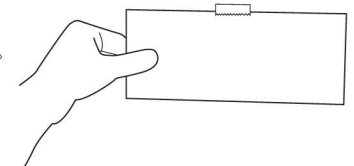
Tools needed for the Wall Keyboard Shortcuts



Fold Top line



Cut Bottom line



Tape the keyboard shortcut list to the wall.