

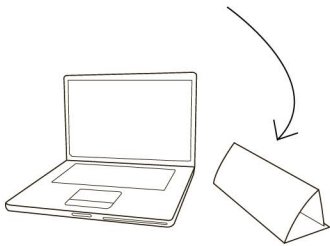
## Option #1

Keyboard Shortcuts on your desk

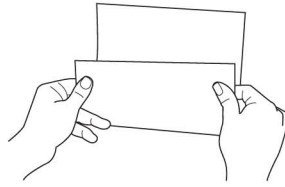
Step 1:

Step 2:

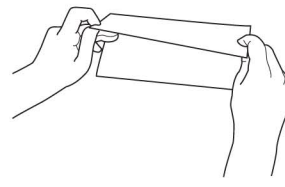
Step 3:



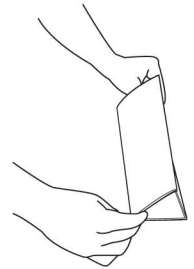
How to make a desk "keyboard Shortcut" Tepee.



Fold Top line



Fold Bottom line



Create a "Tepee" with shortcuts facing out

Top line

## Rackspace Webmail

### Email Shortcuts



<i>Compose New Email:</i>	<b>c</b>
<i>Open 'Quick Reply to All':</i>	<b>a</b>
<i>Open 'Quick Reply':</i>	<b>q</b>
<i>Forward Open Message:</i>	<b>f</b>
<i>Open Message:</i>	<b>SHIFT + o</b>
<i>Delete Selected Messages:</i>	<b>d</b>

<i>Move Selected Messages:</i>	<b>m</b>
<i>Flag/Unflag Selected Messages:</i>	<b>SHIFT+ f</b>
<i>Place cursor in Search box:</i>	<b>/</b>
<i>Mark selected messages as unread:</i>	<b>u</b>



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

Bottom line

## Option #2

Keyboard Shortcuts on your wall

Step 1:

Step 2:

Step 3:

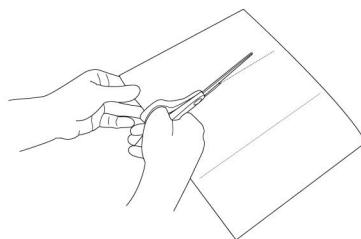


tape

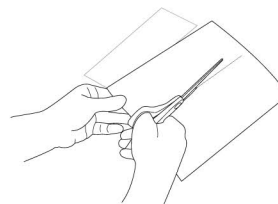


scissors

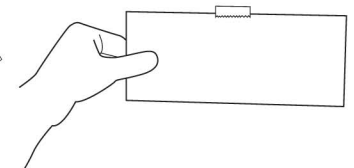
Tools needed for the Wall Keyboard Shortcuts



Fold Top line



Cut Bottom line



Tape the keyboard shortcut list to the wall.