



Your current Outlook Hotkeys are mapped to:

You Press Description

Category Assignment Hotkeys

1	@Next (Maps to: CTRL+F3)
2	@Computer (Maps to: CTRL+F4)
3	@Read/Review (Maps to: CTRL+F5)
4	@Someday (Maps to: CTRL+F6)
5	@WaitingFor (Maps to: CTRL+F7)
6	@Phone (Maps to: CTRL+F8)
7	@Errands (Maps to: CTRL+F9)
8	@Reference (Maps to: CTRL+F10)
9	@Home (Maps to: CTRL+F11)
0	@BillingTime (Maps to: CTRL+F12)
F2	Open Categories Menu

Move Selected Emails to a Folder Hotkeys

.	Move message(s) to Archive
a	Move message(s) to Action
r	Move message(s) to Read/Review
i	Move message(s) to Inbox
m	Move message(s) to Someday/Maybe
w	Move message(s) to Waiting For
f	Move message(s) to Reference
j	Move message(s) to Junk E-Mail
l	Move message(s) to Lists

Bulk Move Emails to Folders Hotkeys

ALT+`	Archive read messages which aren't flagged
SHIFT+q	Move all flagged emails to Actions folder
SHIFT+p	Move personal emails to Personal folder
SHIFT+s	Move @Someday emails to Someday/Maybe folder
SHIFT+b	Clear out Twitter/Facebook updates
SHIFT+c	Move alerts to Alerts folder

You Press Description

Jump to Folder Hotkeys

ALT+1	Switch to Inbox
ALT+2	Switch to Action
ALT+3	Switch to Archive
ALT+4	Switch to Sent
ALT+5	Switch to Read/Review
ALT+6	Switch to Someday
ALT+7	Switch to Tickets
ALT+8	Switch to Waiting
ALT+9	Switch to Drafts
ALT+0	Switch to Deleted

Other Helpful Shortcut Hotkeys

t	Flag an Email as a To-Do item
SHIFT+e	Set a Reminder
SHIFT+t	Create a Task
n	Create a new Appointment
CTRL+t	Create a new Task from an email
SHIFT+n	Create a new Task in email folder
CTRL+SHIFT+u	Filter for unread emails
WIN+u	Show unread emails in all folders
/	Focus on search bar
SHIFT+/	Search for email in all folders
.	Open the Context Menu
b	Open the Address Book
CTRL+~	Close secondary windows

You Press Description

Reminders by Hours

SHIFT+0	Set a Reminder for 30 mins
SHIFT+1	Set a Reminder for 1 hour
SHIFT+2	Set a Reminder for 2 hours
SHIFT+3	Set a Reminder for 3 hours
SHIFT+4	Set a Reminder for 4 hours
SHIFT+5	Set a Reminder for 5 hours
SHIFT+6	Set a Reminder for 6 hours
SHIFT+7	Set a Reminder for 7 hours
SHIFT+8	Set a Reminder for 8 hours
SHIFT+9	Set a Reminder for 9 hours

Reminders by Days

CTRL+SHIFT+1	Set a Reminder for 1 day
CTRL+SHIFT+2	Set a Reminder for 2 days
CTRL+SHIFT+3	Set a Reminder for 3 days
CTRL+SHIFT+4	Set a Reminder for 4 days
CTRL+SHIFT+5	Set a Reminder for 5 days
CTRL+SHIFT+6	Set a Reminder for 6 days
CTRL+SHIFT+7	Set a Reminder for 7 days

Reminders by Days and Archive

Action	Set Reminder and archive to this folder
CTRL+ALT+1	Set Reminder for 1 day and archive
CTRL+ALT+2	Set Reminder for 2 days and archive
CTRL+ALT+3	Set Reminder for 3 days and archive
CTRL+ALT+4	Set Reminder for 4 days and archive
CTRL+ALT+5	Set Reminder for 5 days and archive
CTRL+ALT+6	Set Reminder for 6 days and archive
CTRL+ALT+7	Set Reminder for 7 days and archive

Use CTRL+SHIFT+SPACE to open this Cheat Sheet

Remember to reload AutoGTD after you make changes to AutoGTD.ini in order for the changes to take effect!

Close

Change Hotkeys

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