

Windows 8 Mail Keyboard Shortcuts

Ctrl+R	Reply
Ctrl+Shift+R	Reply all
Ctrl+F	Forward
Ctrl+M	Move item to a different folder
Ctrl+J	Toggle between marking a message as junk or not junk
Ctrl+Shift+U	Show only unread messages
Ctrl+Shift+A	Show all messages
Ctrl+Shift+E	Show Folder options
Ctrl+U	Mark as unread
Ctrl+Q	Mark as read
Ctrl+A	Select all messages
Insert	Toggle between Flag and Remove flag for messages
Ctrl+N	New message
F5	Sync
Alt+B	Put focus on the bcc button
Alt+C	Put focus on the cc button
Alt+C	Accept (meeting mode)
Alt+D	Decline
Alt+T	Put focus on the To button
Alt+T	Tentative (meeting mode)
Alt+V	Open the invitation in Calendar
Alt+S	Send mail
Alt+i	Insert attachment
Ctrl+Shift+F	Select a font
Ctrl+Spacebar	Clear formatting
Ctrl+Y	Redo
F4	Redo
Ctrl+[Increase font size one point
Ctrl+]	Decrease font size one point
Ctrl+Shift+,	Decrease font size
Ctrl+Shift+.	Increase font size
Ctrl+K	Add a link
Ctrl+E	Center
Ctrl+L	Left
Ctrl+R	Right
Ctrl+Shift+L	Bullets
Ctrl+M	Indent when text is selected
Ctrl+Shift+M	Outdent
Tab or Shift+Tab	Indent/outdent when text is selected or when focus is in a list
Ctrl+'	Acute accent
Ctrl+,	Cedilla accent
Ctrl+Shift+6	Circumflex accent
Ctrl+Shift+;	Diaeresis accent
Ctrl+`	Grave accent
Ctrl+Shift+7	Ligature accent
Ctrl+Shift+2	Ring accent
Ctrl+/	Forward slash accent
Ctrl+Shift+`	Tilde accent

Windows 8 Mail Keyboard Shortcuts

Alt+Ctrl+Shift+1	Inverted exclamation mark
Alt+Ctrl+Shift+7	Inverted question mark

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