

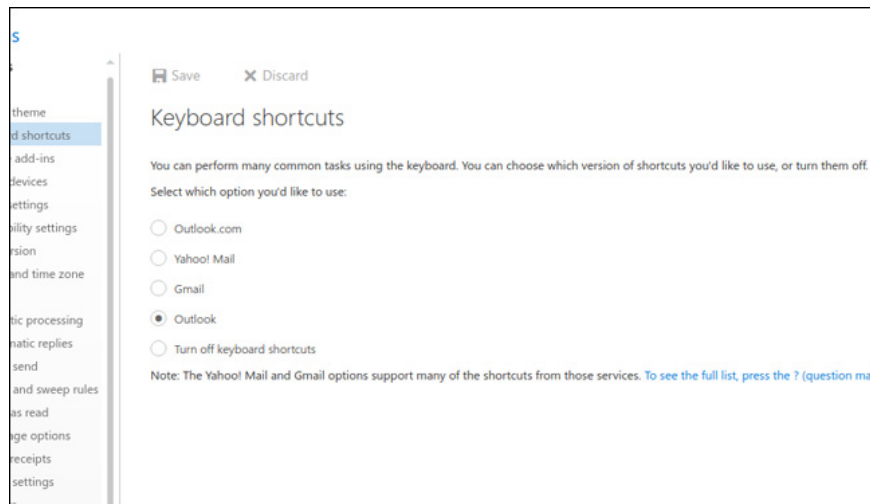
Instructions for using Gmail shortcuts in Outlook web apps

Anyone who uses keyboard shortcuts knows that web mail applications often provide their own keyboard shortcuts, in which Microsoft Outlook differs from Google Mail, unlike Yahoo! Mail, ... However, with Outlook.com, you can change the default shortcuts for the Outlook Web application to Google's Gmail shortcut or the Yahoo Mail app. This will definitely be convenient for people who use multiple web applications every day without having to study new shortcuts.

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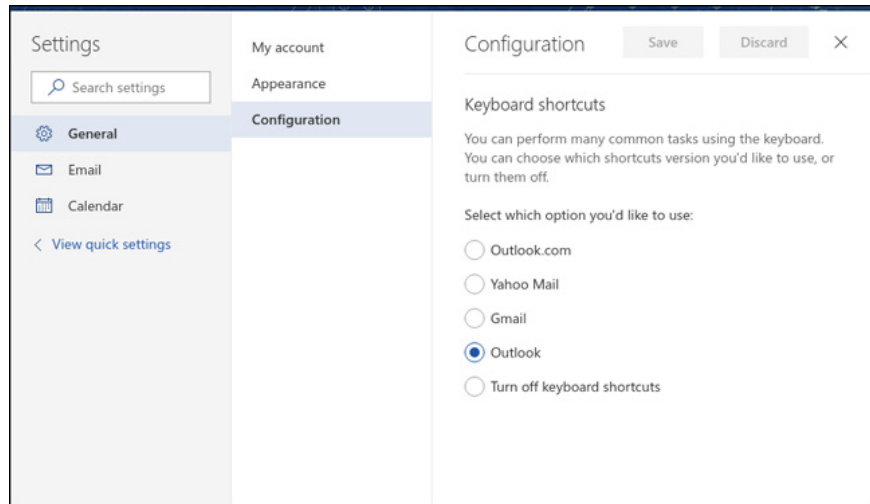
How to manage Outlook.com shortcuts

In the current Outlook.com application



1. Click the gear icon on the top right of the homepage and select **Options** from the drop-down menu.
2. In the **General** section , navigate to **Keyboard Shortcuts**.
3. Now, you can choose between setting up Gmail, Yahoo! Mail and Outlook fit the needs.

In the new Outlook version (in Beta)



1. Select the gear icon in the upper right.
2. At the bottom of the **Quick Settings Pane** window, click to select **full view settings** .
3. In the **General** section , navigate to **Configuration**.
4. Similar to the previous section, you can choose to set up shortcuts to use.

If you want to use Gmail shortcuts in the Outlook.com web application, select Gmail and click **OK** to complete the setup.

1. All Gmail shortcuts save time you should know
2. List of Outlook 2016 shortcuts when working with Mail

Microsoft's Outlook web application is quite advanced and has improved over time. You can learn more about the integrated and recommended shortcuts in this application at <https://support.office.com/en-gb/article/Keyboard-shortcuts-in-Outlook-on-the-web-63df572e-1078-4562-b45e-b93e07a76ffb>.

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