



Using Outlook on a Mac

The Stack Method™ is the world's best email productivity hack that reduces your email-related stress and gives you back your time.

The following shortcuts will support you in adopting the Stack Method™.

Action	Shortcut
Your Stack Quick Steps (then type folder name)	⌘ + Shift + M
Create a New Message	⌘ + N
Send a Message	⌘ + Enter
Reply to Message	⌘ + R
Reply All to a Message	⌘ + Shift + R
Forward a Message	⌘ + J
Flag a Message	Control + 1
Mark as Read	⌘ + Q
Mark as Unread	⌘ + U
Go to Previous Message	Up Arrow
Go to Next Message	Down Arrow
Switch to Mail	⌘ + 1
Switch to Calendar	⌘ + 2
Go to the Search Bar	⌘ + E
Archive	Control + E
Undo	⌘ + Z

Sign up for Stack Setup or Workout sessions to cement the habit at www.doulegemini.com/events.

