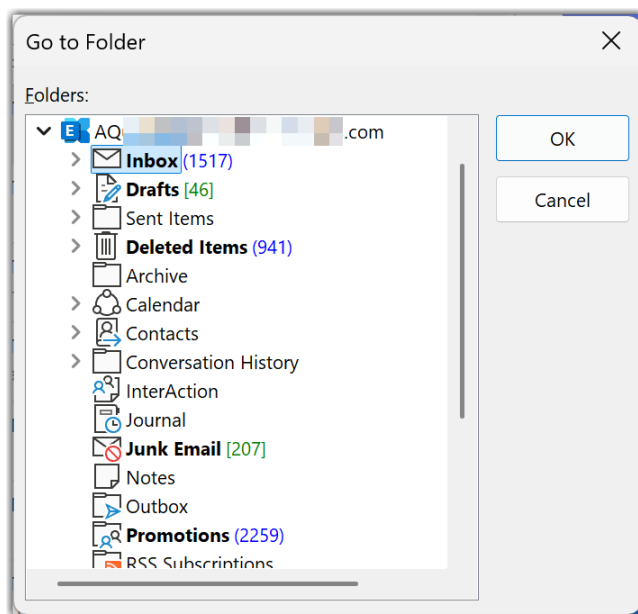




There's a quick way to use the keyboard to navigate all your folders in Outlook. No need to take your hand off the mouse!

1. In Outlook, press **Ctrl** + **Y** to open the **Go to Folder** dialog.



2. Use the arrow keys to move in the folder list:



Up arrow: highlight the folder above.



Down arrow: highlight the folder below.



Right arrow: show subfolders.



Left arrow: hide subfolders.

3. Press **Enter** to jump to the selected folder.

You can also start typing a folder name to jump to it faster. If the folder you want is a subfolder, first select its parent folder, press the Right Arrow key to show subfolders, and keep expanding folders until the folder's level is visible. Then type the folder name to jump to it.