



Using Outlook on a PC

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	Control + Shift + 1-9
Move Message to Folder	Control + Shift + V, Then Select Folder
Create a New Message	Control + N
Send a Message	Control + Enter
Reply to Message	Control + R
Reply All to a Message	Control + Shift + R
Forward a Message	Control + F
Flag a Message	Insert Key
Mark as Read	Control + Q
Mark as Unread	Control + U
Go to Previous Message	Up Arrow
Go to Next Message	Down Arrow
Switch to Mail	Control + 1
Switch to Calendar	Control + 2
Go to the Search Bar	Control + E
Clear Search Field	Escape
Create Calendar Appointment	Control + Shift + A
Undo	Control + Z
Move from Address Bar to Message Body	Tab

If you have any questions about the Stack Method™ or the set up process, please reach out to us at hello@doublegemini.com.

