



There are dozens of little tips and tricks for using your Microsoft Dynamics CRM application that can make your life ever so much easier. We'll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your December 2008 CRM tip:

You can use keyboard shortcuts to zip around the Microsoft CRM Outlook client folders. Although there are no shortcuts specific to CRM Outlook, here are the top ten Outlook shortcuts that others have found useful.

Top 10 Outlook Keyboard Shortcuts

To do this	Press
Switch to Mail	CTRL+1
Switch to Inbox	CTRL+SHIFT+I
Switch to Outlook Calendar	CTRL+2
Switch to Outlook Contacts	CTRL+3
Switch to Outlook Tasks	CTRL+4
Display the Address Book	CTRL+SHIFT+B
Create a new Appointment	CTRL+SHIFT+A
Create a new Contact	CTRL+SHIFT+C
Create a new Task	CTRL+SHIFT+K
Check Spelling	F7

I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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