

# Microsoft Outlook

- Ctrl + q = Read; Ctrl + u = unread
- **To view message headers:** Double-click to open the email in its own window. Select File » Properties.
- [Change Outlook's Default File Save Location](#)
- [Change Outlook's Default Template Save Location](#)
- [How to Take a Vote with Outlook 2013](#) — also works with Outlook 2016
- [How to Find Folder Paths in Outlook Mailboxes](#)
- [Create Folder Shortcuts in Outlook](#)
- [Keep Your Meeting Requests in Your Inbox](#)
- Path: C:\Program Files\Microsoft Office\root\Office16\OUTLOOK.EXE

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