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WHAT's New?



Single Key Reading shortcut in Outlook

Reading between items in your Inbox and scrolling through the message content displayed in the Reading Pane may take several clicks when using a mouse, but did you know that you can perform the same action by just pressing the Space bar?

Below are the steps on how you can use the simplest keyboard shortcut in Outlook.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

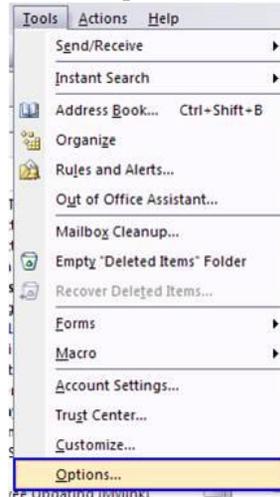
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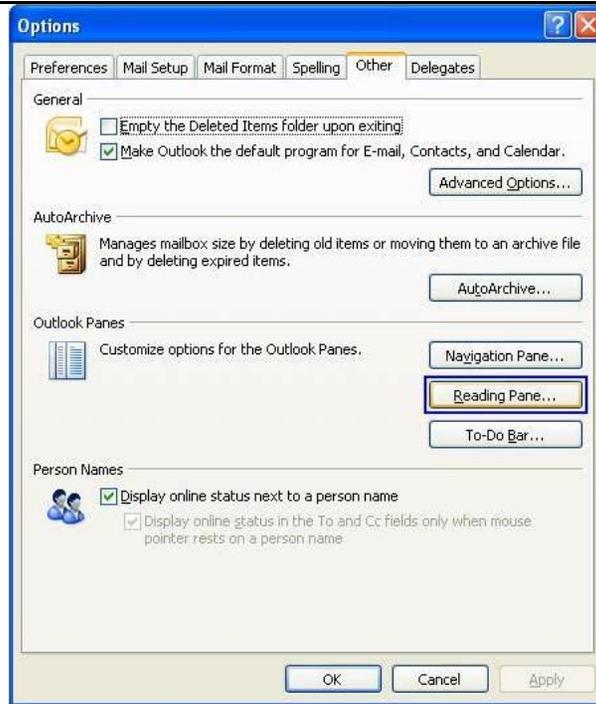
OK Cancel

Enabling/Disabling Single Key Reading

To enable/disable this feature, go to *Tools* menu and select *Option*.



Click the *Other* tab and then *Reading Pane...*



When the *Reading Pane* window appears, check the *Single key reading using space bar* option then click *OK* to enable the feature. Uncheck the option to disable the feature.

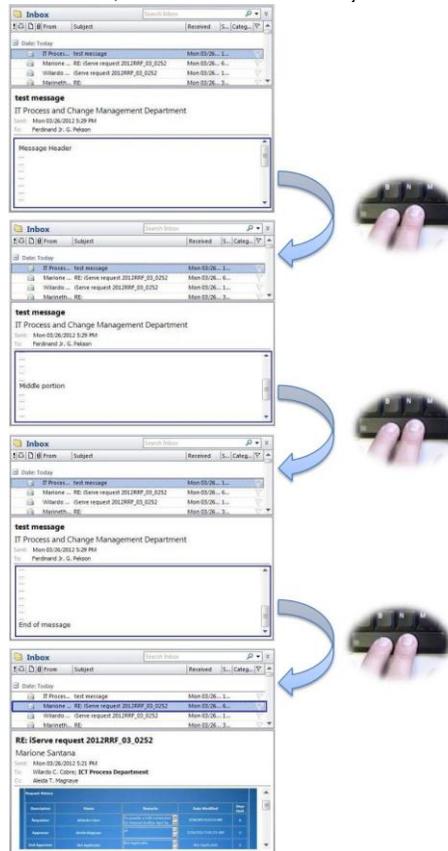


Using Single Key Reading

When the single key reading is enabled, you can move quickly through your Inbox items and skim message content by pressing the *Space* bar.

Each time that you press the *Space* bar, the *Reading Pane* content scrolls down one page.

At the end of the item, the next email in your Inbox list appears.



You can also do it backwards by holding *Shift* key and *Space* bar.