

Microsoft Office Outlook keyboard shortcuts

Here is an abbreviated of Outlook Keyboard Shortcuts. If you want a full version visit the Microsoft site: [Keyboard Shortcuts for Outlook](#) (Note there are 15 pages of shortcuts)

Basic navigation

Switch to Mail.	Ctrl + 1
Switch to Calendar.	Ctrl + 2
Switch to Contacts.	Ctrl + 3
Switch to Tasks.	Ctrl + 4
Switch to Notes.	Ctrl + 5
Switch to Folder List in Navigation Pane .	Ctrl + 6
Switch to Shortcuts.	Ctrl + 7
Toggle between Panes .	F6
Move around within the Navigation Pane .	Arrow keys
Change Folders	Ctrl + Y
Select the InfoBar and, if available, show the menu of commands.	Ctrl + Shift + W

Search

Open the Search box.	F3 or Ctrl + E
Clear the search results.	ESC
Expand the search to include All Mail Items , All Calendar Items , or All Contact Items , depending on the module you are in.	Ctrl + Alt + A
Use Advanced Find .	Ctrl + Shift + F
Create a new Search Folder.	Ctrl + Shift + P
Search for text within a message or other item.	F4
Find next during text search within a message or other item.	Shift + F4

Create an item or file

Create an appointment.	Ctrl + Shift + A
Create a contact.	Ctrl + Shift + C
Create a distribution list.	Ctrl + Shift + L
Create a folder.	Ctrl + Shift + E
Create a meeting request.	Ctrl + Shift + Q
Create a message.	Ctrl + Shift + M
Create a note.	Ctrl + Shift + N
Create a task.	Ctrl + Shift + K
Create a task request.	Ctrl + Shift + U

All items

Save.	Ctrl + S or Shift + F12
Save and close.	Alt + S
Save as.	F12
Undo.	Ctrl + Z
Delete an item.	Ctrl + D
Print.	Ctrl + P
Copy an item.	Ctrl + Shift + Y
Move an item.	Ctrl + Shift + V
Check names.	Ctrl + K
Check spelling.	F7
Flag for follow-up.	Ctrl + Shift + G
Forward.	Ctrl + F
Send or post or invite all.	Alt + S
Turn on editing in a field (except in Icon view).	F2
Left align text.	Ctrl + L
Center text.	Ctrl + E
Right align text.	Ctrl + R

Mail

Switch to Inbox .	Ctrl + Shift + I
Switch to Outbox .	Ctrl + Shift + O
Check names.	Ctrl + K
Send.	Alt + S
Reply to a message.	Ctrl + R
Reply all to a message.	Ctrl + Shift + R
Forward a message.	Ctrl + F
Mark a message as not junk.	Ctrl + Alt + J
Check for new messages.	Ctrl + M or F9
Create a new message (when in Mail).	Ctrl + N
Create a new message (from any Outlook view).	Ctrl + Shift + M
Open a received message.	Ctrl + O
Open the Address Book.	Ctrl + Shift + B
Mark as read.	Ctrl + Q
Mark as unread.	Ctrl + U
Print.	Ctrl + P
Forward.	Ctrl + F

Calendar

Create a new appointment (when in Calendar).	Ctrl + N
Create a new appointment (in any Outlook view).	Ctrl + Shift + A
Create a new meeting request.	Ctrl + Shift + Q
Reply All to a meeting request with a message.	Ctrl + Shift + R
Show # days in the calendar.	Alt + (1 to 9, 0 for 10 days e.g Alt+6 for 6 days)
Go to a date.	Ctrl + G
Switch to Month view.	Alt + =
Go to the next day.	Ctrl + RIGHT ARROW
Go to the next week.	Alt + DOWN ARROW
Go to the next month.	Alt + PAGE DOWN
Set up recurrence for an appointment or task.	Ctrl + G

Contacts (People)

Find a contact or other item.	F3 or Ctrl + E
Enter a name in the Search Address Books box.	F11
Create a new contact (when in Contacts).	Ctrl + N
Create a new contact (from any Outlook view).	Ctrl + Shift + C
Create a new distribution list.	Ctrl + Shift + L
Print.	Ctrl + P
Update a list of distribution list members.	F5
Open the Address Book.	Ctrl + Shift + B