Microsoft Outlook Keyboard Shortcuts

To do this	Press
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** (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.)	CTRL+6
Switch to Shortcuts	CTRL+7
Next item (with item open)	CTRL+COMMA
Previous item (with item open)	CTRL+PERIOD
Switch between the **Folder List** and the main Outlook window	F6 or CTRL+SHIFT+TAB
Move among the Outlook window, the **Navigation Pane**, and the **Reading Pane**	TAB
Move around within the **Navigation Pane**	Arrow keys
Go to a different folder	CTRL+Y
Expand/collapse a group (with a group selected) in the **Navigation Pane**	PLUS or MINUS SIGN on the numeric keypad
Collapse/expand a group in the e-mail message list	Left and right arrow keys

To create an item or file

To do this	Press
Appointment	CTRL+SHIFT+A
Contact	CTRL+SHIFT+C
Distribution list	CTRL+SHIFT+L
Fax	CTRL+SHIFT+X
Folder	CTRL+SHIFT+E
Journal entry	CTRL+SHIFT+J
Meeting request	CTRL+SHIFT+Q
Message	CTRL+SHIFT+M
Note	CTRL+SHIFT+N
new Office document.	CTRL+SHIFT+H
Post in this folder	CTRL+SHIFT+S
Search Folder	CTRL+SHIFT+P
Task	CTRL+SHIFT+K
Task request	CTRL+SHIFT+U

For all items

To do this	Press
Display ScreenTip for the active element	SHIFT+F1
Save	CTRL+S or SHIFT+F12
Save and Close, Send	ALT+S
Save As	F12
Undo	CTRL+Z or ALT+BACKSPACE
Delete	CTRL+D
Print	CTRL+P
Copy item	CTRL+SHIFT+Y

Move item	CTRL+SHIFT+V
Check names	CTRL+K (using the Outlook e-mail editor)
Check spelling	F7
Flag for follow-up	CTRL+SHIFT+G
Forward	CTRL+F
Send/post/invite all	ALT+S
Find items	F3 or CTRL+E
Search for text in items	F4
Find next during text search	SHIFT+F4
Use **Advanced Find**	CTRL+SHIFT+F
Create a new Search Folder	CTRL+SHIFT+P
Turn on editing in a field (except icon view)	F2

For e-mail

To do this	Press
Switch to **Inbox**	CTRL+SHIFT+I
Switch to **Outbox**	CTRL+SHIFT+O
Choose the account from which to send a message	CTRL+TAB (with focus on the To line) and then TAB to the Accounts button
Send	ALT+S
Reply to a message	CTRL+R
Reply all to a message	CTRL+SHIFT+R
Mark a message as not junk	CTRL+ ALT+J
Display blocked external content (in a message)	CTRL+SHIFT+I
Post to a folder	CTRL+ SHIFT+S
Check for new mail	CTRL+M or F9
Go to the next message	UP ARROW
Go to the previous message	DOWN ARROW
Go to the row above (message or group heading)	ALT+ UP ARROW
Go to the row below (message or group heading)	ALT+ DOWN ARROW
Compose a new message	CTRL+N
Open a received message	CTRL+O
Display the **Address Book**	CTRL+SHIFT+B
Convert an HTML or RTF message to plain text	CTRL+SHIFT+O
Add a **Quick Flag** to a message	INSERT
Display the **Flag for Follow Up** dialog box	CTRL+SHIFT+G
Mark as read	CTRL+Q
Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List.	CTRL+SHIFT+W

For Calendar

To do this	Press
Accept	ALT+C
Decline	ALT+D

See also under Views, Day/Week/Month view and For Date Navigator.

For Contacts

To do this	Press
Dial	CTRL+SHIFT+D

Enter a name in the **Find a Contact** box F11

To do this	Press
Accept	ALT+C
Decline	ALT+D

To format text

To do this	Press
Display the **Format** menu	ALT+O
Switch case (with text selected)	SHIFT+F3
Add bold	CTRL+B
Add bullets	CTRL+SHIFT+L
Add italics	CTRL+I
Increase indent	CTRL+T
Decrease indent	CTRL+SHIFT+T
Left align	CTRL+L
Center	CTRL+E
Underline	CRTL+U
Increase font size	CTRL+]
Decrease font size	CTRL+[
Cut	CTRL+X or SHIFT+DELETE
Copy	CTRL+C or CTRL+INSERT
Paste	CTRL+V or SHIFT+INSERT
Clear formatting	CTRL+SHIFT+Z or CTRL+SPACEBAR

To add Web information to items

To do this	Press
Edit a URL in the body of an item	CTRL+left mouse button
Specify a Web browser	SHIFT+left mouse button
Insert a hyperlink	CTRL+K (When using Word as e-mail editor only)

For print preview

To do this	Press
Open print preview	CTRL+F2
Print a print preview	ALT+P
Print preview page setup	ALT+S or ALT+U
Zoom	ALT+Z
Close print preview	ALT+C

For send/receive

To do this	Press
Starts send/receive for all defined Send/Receive groups with **Include this group in Send/Receive (F9)** selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you have defined.	F9
Starts a send/receive for current folder retrieving full items (header, item, and any attachments)	SHIFT+F9

Views

Table view

For general use

To do this	Press
Open an item	ENTER
Select all items	CTRL+A
Go to the item at the bottom of the screen	PAGE DOWN
Go to the item at the top of the screen	PAGE UP
Extend or reduce the selected items by one item	SHIFT+UP ARROW or SHIFT+DOWN ARROW
Go to the next or previous item without extending the selection	CTRL+UP ARROW or CTRL+DOWN ARROW
Select or unselect the active item	CTRL+SPACEBAR
Move every item in the selection to the top or bottom in the list order	CTRL+HOME or CTRL+END (with in-cell editing disabled)

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With a group selected

To do this	Press
Expand the group	ENTER or RIGHT ARROW
Collapse the group	ENTER or LEFT ARROW
Select the previous group	UP ARROW
Select the next group	DOWN ARROW
Select the first group	HOME
Select the last group	END
Collapses the group	NUM -
Expands the group	NUM+
Select the first item on screen in an expanded group or the first item off screen to the right	RIGHT ARROW

For all groups

To do this	Press
Collapses all groups	CONTROL+NUM -
Expands all groups	CONTROL+NUM+

Day/Week/Month view

For all three

To do this	Press
View from 1 through 9 days	ALT+*key for number of days*
View 10 days	ALT+0 (ZERO)
Switch to weeks	ALT+HYPHEN SIGN
Switch to months	ALT+EQUAL SIGN
Move between **Calendar**, **TaskPad**, and the **Folder List**	CTRL+TAB or F6
Select the previous appointment	SHIFT+TAB
Go to the previous day	LEFT ARROW
Go to the next day	RIGHT ARROW
Move selected item to the previous day when multiple days appear	ALT+LEFT ARROW
Move selected item to the next day when multiple days appear	ALT+RIGHT ARROW
Go to the same day in the next week	ALT+DOWN ARROW
Go to the same day in the previous week	ALT+UP ARROW

For Day view

To do this	Press
Select the time that begins your work day	HOME
Select the time that ends your work day	END
Select the previous block of time	UP ARROW
Select the next block of time	DOWN ARROW
Select the block of time at the top of the screen	PAGE UP
Select the block of time at the bottom of the screen	PAGE DOWN
Extend or reduce the selected time	SHIFT+UP ARROW or DOWN ARROW
Move an appointment	With the cursor in the appointment, ALT+UP ARROW or DOWN ARROW
Change an appointment start or end time	With the cursor in the appointment, ALT+SHIFT+UP ARROW or DOWN ARROW
Move selected item to the same day in the next week	ALT+DOWN ARROW
Move selected item to the same day in the previous week	ALT+UP ARROW

For Week or Month views

To do this	Press
Go to the first day of the week	HOME
Go to the last day of the week	END
Go to the same day of the week in the previous week (or 5 weeks previous if viewing by month)	PAGE UP
Go to the same day of the week in the next week (or 5 weeks ahead if viewing by month)	PAGE DOWN
Move the appointment up, down, left, or right	ALT+UP, DOWN, LEFT, or RIGHT ARROW
Change the duration of the selected block of time	SHIFT+LEFT, RIGHT, UP, or DOWN ARROW; or SHIFT+HOME or END

For Date Navigator

To do this	Press
Go to the first day of the current week	ALT+HOME
Go to the last day of the current week	ALT+END
Go to the same day in the previous week	ALT+UP ARROW
Go to the same day in the next week	ALT+DOWN ARROW
Go to the first day of the month	ALT+PAGE UP
Go to the last day of the month	ALT+PAGE DOWN

For general use

To do this	Press
Select a specific card in the list	Type one or more letters of the name the card is filed under or of the field you are sorting by
Select the previous card	UP ARROW
Select the next card	DOWN ARROW
Select the first card in the list	HOME
Select the last card in the list	END
Select the first card on the current page	PAGE UP
Select the first card on the next page	PAGE DOWN
Select the closest card in the next column	RIGHT ARROW
Select the closest card in the previous column	LEFT ARROW
Select or unselect the active card	CTRL+SPACEBAR
Extend the selection to the previous card and unselect cards after the starting point	SHIFT+UP ARROW
Extend the selection to the next card and unselect cards before the starting point	SHIFT+DOWN ARROW
Extend the selection to the previous card, regardless of the starting point	CTRL+SHIFT+UP ARROW
Extend the selection to the next card, regardless of the starting point	CTRL+SHIFT+DOWN ARROW
Extend the selection to the first card in the list	SHIFT+HOME
Extend the selection to the last card in the list	SHIFT+END
Extend the selection to the first card on the previous page	SHIFT+PAGE UP
Extend the selection to the last card on the last page	SHIFT+PAGE DOWN

To move between cards without changing the selection

To use the following keys, make sure a card is selected. To select a card, click the card heading.

To do this	Press
To the next card	CTRL+DOWN ARROW
To the previous card	CTRL+UP ARROW
To the first card in the list	CTRL+HOME