Keyboard shortcuts for Microsoft Outlook 2013 and 2016

This reference article provides a comprehensive list of all keyboard shortcuts for Microsoft Outlook 2013 and 2016 (desktop version). Shortcuts are grouped by functionality; for example, you’ll find shortcuts for moving around in Outlook under “Navigation”. As you might guess, you’ll find some shortcuts listed more than once.

To find links to keyboard shortcuts for other Microsoft products, go to [Office Accessibility Center](http://aka.ms/officeaccessibility).

Note:

* Keys that should be pressed at the same time are joined with a plus sign (+). Keys that you should press in sequence are joined by a comma (,). Thus, the keyboard shortcut Alt+H, M+R means press Alt and H together to open the Home tab on the ribbon, and then press letters M and R together to open a new Meeting Request.

# Frequently used shortcuts

The following shortcuts are the most frequently used in Outlook 2013 and 2016.

| To do this | Press |
| --- | --- |
| Close | Alt+F, then X |
| Go to Home tab | Alt+H |
| New mail message | Ctrl+N |
| Send | Alt+S |
| Insert file in a message | Alt+H, then AF |
| Zoom | Ctrl+Plus(+), Ctrl+Minus(-) |
| Delete selected item | Ctrl+D |
| Go to Search box | F3 or Ctrl+E |
| Reply | Ctrl+R |
| Forward | Ctrl+F |
| Reply All | Ctrl+Shift+R |
| Start Send/Receive for folders and groups | F9 |
| Go to Calendar | Ctrl+2 |
| Create appointment | Alt+H, then N1 |
| Move to folder | Alt+H, then MV. Use Down Arrow to select folder. |
| Attachment Save As | From the message that contains the attachment, press Alt+JA, then AA. |

# Work in Outlook

## Move around in Inbox and between Outlook views

| To do this | Press |
| --- | --- |
| Go to the Search box. | F3 or Ctrl+E |
| In the Reading Pane, go to the previous message. | Alt+Up Arrow, or  Ctrl+Comma, or  Alt+Page Up |
| In the Reading Pane, page down through text. | Spacebar |
| In the Reading Pane, page up through text. | Shift+Spacebar |
| Move between regions in Outlook, such as the Folder Pane, the main Outlook window, the Reading Pane, and the To-Do Bar. | Ctrl+Shift+Tab, or  Shift+Tab |
| Move between regions in Outlook, such as the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar. | Tab |
| Move between regions in Outlook, such as the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar, and show the access keys in the Outlook ribbon. | F6 |
| Move around message header lines in the Folder Pane or an open message. | Ctrl+Tab |
| Move around within the Folder Pane. | Arrow keys |
| Go to a different folder. | Ctrl+Y |
| Collapse or expand a group in the email message list. | Left Arrow or Right Arrow, respectively |

## Switch to a different Outlook view (Mail, Calendar, Contacts, and so on)

| 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 Folder Pane. | Ctrl+6 |
| Switch to Shortcuts. | Ctrl+7 |
| Switch to next message (with message open). | Ctrl+Period |
| Switch to previous message (with message open). | Ctrl+Comma |
| Go back to previous view in main Outlook window. | Alt+B or Alt+Left Arrow |
| Go forward to next view in main Outlook window. | Alt+Right Arrow |
| Select the InfoBar and, if available, show the menu of commands. | Ctrl+Shift+W |

## Search in any Outlook view (Mail, Calendar, etc)

| To do this | Press |
| --- | --- |
| Go to 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 Search Folder. | Ctrl+Shift+P |
| Search for text within an open item. | F4 |
| Find and replace text and symbols in the Reading Pane. | Ctrl+H |
| Expand search to include items from the current folder. | Ctrl+Alt+K |
| Expand search to include subfolders. | Ctrl+Alt+Z |

## Format text

| To do this | Press |
| --- | --- |
| Cut. | Ctrl+X or Shift+Delete |
| Copy. | Ctrl+C or Ctrl+Insert |
| Paste. | Ctrl+V or Shift+Insert |
| Undo. | Ctrl+Z or Alt+Backspace |
| Bold. | Ctrl+B |
| Italic. | Ctrl+I |
| Underline | Ctrl+U |
| Add bullets. | Ctrl+Shift+L |
| Display the Format menu. | Alt+O |
| Display the Font dialog box. | Ctrl+Shift+P |
| Switch case (with text selected). | Shift+F3 |
| Format letters as small capitals. | Ctrl+Shift+K |
| Increase indent. | Ctrl+T |
| Decrease indent. | Ctrl+Shift+T |
| Left align text. | Ctrl+L |
| Center text. | Ctrl+E |
| Right align text. | Ctrl+R |
| Stretch a paragraph to fit between the margins. | Ctrl+Shift+J |
| Increase font size. | Ctrl+] or Ctrl+Shift+> |
| Decrease font size. | Ctrl+[ or Ctrl+Shift+< |
| Clear formatting. | Ctrl+Shift+Z or Ctrl+Spacebar |
| Delete the next word. | Ctrl+Shift+H |
| Apply paragraph or heading styles. | Ctrl+Shift+S |
| Create a hanging indent. | Ctrl+T |
| Insert a hyperlink. | Ctrl+K |
| Reduce a hanging indent. | Ctrl+Shift+T |
| Remove paragraph formatting. | Ctrl+Q |

## Print

| To do this | Press |
| --- | --- |
| Open Print tab in Backstage view. | Press Alt+F, and then press P |
| To print an item from an open window. | Alt+F, press P, and then press F and press 1 |
| Open Page Setup from Print Preview. | Alt+S or Alt+U |
| To select a printer from Print Preview. | Alt+F, press P, and then press I |
| To Define Print Styles. | Alt+F, press P, and then press L |
| To open Print Options. | Alt+F, press P, and then press R |

## Add or edit links

| To do this | Press |
| --- | --- |
| Edit a URL in the body of an item. | Hold down Ctrl and click the mouse button. |
| Insert a hyperlink. | Ctrl+K |

## Create an item or file

| To do this | Press |
| --- | --- |
| Create an appointment. | Ctrl+Shift+A |
| Create a contact. | Ctrl+Shift+C |
| Create a contact group. | Ctrl+Shift+L |
| Create a fax. | Ctrl+Shift+X |
| 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 Microsoft Office document. | Ctrl+Shift+H |
| Post to this folder. | Ctrl+Shift+S |
| Post a reply in this folder. | Ctrl+T |
| Create a Search Folder. | Ctrl+Shift+P |
| Create a task. | Ctrl+Shift+K |
| Create a task request. | Ctrl+Shift+U |

# Mail

## Frequently used mail shortcuts

| To do this | Press |
| --- | --- |
| Switch to Mail. | Ctrl+1 |
| Send. | Alt+S or Ctrl+Enter |
| Reply to a message. | Ctrl+R |
| Reply all to a message. | Ctrl+Shift+R |
| Forward a message. | Ctrl+F |
| Create a message (when in Mail). | Ctrl+N |
| Create a message (from any Outlook view). | Ctrl+Shift+M |
| Open a received message. | Ctrl+O |
| Mark as read. | Ctrl+Q |
| Mark as unread. | Ctrl+U |
| Go to the previous message. | Up Arrow |
| Go to the next message. | Down Arrow |

## Other mail shortcuts

| To do this | Press |
| --- | --- |
| Add a Quick Flag to an unopened message. | Insert |
| Apply Normal style. | Ctrl+Shift+N |
| Check for new messages. | Ctrl+M or F9 |
| Check names. | Ctrl+K |
| Choose the account from which to send a message. | Ctrl+Tab (with focus on the To box), and then Tab to the Accounts button |
| Clear Mark for Download. | Ctrl+Alt+U |
| Create a multimedia message | Ctrl+Shift+U |
| Delete and Ignore a Conversation. | Ctrl+Shift+D |
| Display blocked external content (in a message). | Ctrl+Shift+I |
| Display Send/Receive progress. | Ctrl+B (when a Send/Receive is in progress) |
| Display the Flag for Follow Up dialog box. | Ctrl+Shift+G |
| Find next. | Shift+F4 |
| Find or replace. | F4 |
| Forward as attachment. | Ctrl+Alt+F |
| Mark a message as not junk. | Ctrl+ Alt+J |
| Mark for Download. | Ctrl+Alt+M |
| Open the Address Book. | Ctrl+Shift+B |
| Open the Mail Tip in the selected message. | Ctrl+Shift+W |
| Post to a folder. | Ctrl+ Shift+S |
| Print. | Ctrl+P |
| Reply with meeting request. | Ctrl+Alt+R |
| Show the properties for the selected item. | Alt+Enter |

# Calendar

## Frequently used calendar shortcuts

| To do this | Press |
| --- | --- |
| Switch to Calendar | Ctrl+2 |
| Create an appointment (when in Calendar). | Ctrl+N |
| Create an appointment (in any Outlook view). | Ctrl+Shift+A |
| Create a meeting request. | Ctrl+Shift+Q |
| Forward an appointment or meeting. | Ctrl+F |
| Reply to a meeting request with a message. | Ctrl+R |
| Reply All to a meeting request with a message. | Ctrl+Shift+R |
| Go to a date. | Ctrl+G |

## Other calendar shortcuts

| To do this | Press |
| --- | --- |
| Show 1 day in the calendar. | Alt+1 |
| Show 2 days in the calendar. | Alt+2 |
| Show 3 days in the calendar. | Alt+3 |
| Show 4 days in the calendar. | Alt+4 |
| Show 5 days in the calendar. | Alt+5 |
| Show 6 days in the calendar. | Alt+6 |
| Show 7 days in the calendar. | Alt+7 |
| Show 8 days in the calendar. | Alt+8 |
| Show 9 days in the calendar. | Alt+9 |
| Show 10 days in the calendar. | Alt+0 |
| Switch to Month view. | Alt+= or Ctrl+Alt+4 |
| Switch to Full Week view. | Alt+Minus Sign or Ctrl+Alt+3 |
| Switch to Work Week view. | Ctrl+Alt+2 |
| Go to the next day. | Ctrl+Right Arrow |
| Go to the next week. | Alt+Down Arrow |
| Go to the next month. | Alt+Page Down |
| Go to the previous day. | Ctrl+Left Arrow |
| Go to the previous week. | Alt+Up Arrow |
| Go to the previous month. | Alt+Page Up |
| Go to the start of the week. | Alt+Home |
| Go to the end of the week. | Alt+End |
| Go to previous appointment. | Ctrl+Comma or Ctrl+Shift+Comma |
| Go to next appointment. | Ctrl+Period or Ctrl+Shift+Period |
| Set up recurrence for an open appointment or meeting. | Ctrl+G |

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

# Contacts

| To do this | Press |
| --- | --- |
| Find a contact. | F11 |
| Dial a new call. | Ctrl+Shift+D |
| Find a contact or other item (Search). | F3 or Ctrl+E |
| Enter a name in the Search Address Books box. | F11 |
| In Table or List view of contacts, go to first contact that starts with a specific letter. | Shift+letter |
| Select all contacts. | Ctrl+A |
| Create a message with selected contact as subject. | Ctrl+F |
| Create a contact (when in Contacts). | Ctrl+N |
| Create a contact (from any Outlook view). | Ctrl+Shift+C |
| Open a contact form for the selected contact. | Ctrl+O |
| Create a contact group. | Ctrl+Shift+L |
| Print. | Ctrl+P |
| Update a list of contact group members. | F5 |
| Go to a different folder. | Ctrl+Y |
| Open the Address Book. | Ctrl+Shift+B |
| Use Advanced Find. | Ctrl+Shift+F |
| In an open contact, open the next contact listed. | Ctrl+Shift+Period |
| Close a contact. | ESC |
| Send a fax to the selected contact. | Ctrl+Shift+X |
| Open the Check Address dialog box. | Alt+D |
| In a contact form, under Internet, display the Email 1 information. | Alt+Shift+1 |
| In a contact form, under Internet, display the Email 2 information. | Alt+Shift+2 |
| In a contact form, under Internet, display the Email 3 information. | Alt+Shift+3 |

# Electronic Business Cards

## Frequently used shortcuts for Electronic Business Cards

| To do this | Press |
| --- | --- |
| Open the Add list. | Alt+A |
| Select text in Label box when the field with a label assigned is selected. | Alt+B |
| Open the Add Card Picture dialog box. | Alt+C |
| Place cursor at beginning of Edit box. | Alt+E |
| Select the Fields box. | Alt+F |
| Select the Image Align drop-down list. | Alt+G |
| Select color palette for background. | Alt+K, then Enter |
| Select Layout drop-down list. | Alt+L |
| Remove a selected field from the Fields box. | Alt+R |

## Select items in Business Cards view

| To do this | Press |
| --- | --- |
| Select a specific card in the list. | One or more letters of the name that the card is filed under or the name of the field that 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 cancel selection of the active card. | Ctrl+Spacebar |
| Extend the selection to the previous card and cancel selection of cards after the starting point. | Shift+Up Arrow |
| Extend the selection to the next card and cancel selection of 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 |

### Move between fields in an open card

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

| To do this | Press |
| --- | --- |
| Move to the next field and control. | Tab |
| Move to the previous field and control. | Shift+Tab |
| Close the active card. | Enter |

### Move between characters in a field

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

| To do this | Press |
| --- | --- |
| Add a line in a multiline field. | Enter |
| Move to the beginning of a line. | Home |
| Move to the end of a line. | End |
| Move to the beginning of a multiline field. | Page Up |
| Move to the end of a multiline field. | Page Down |
| Move to the previous line in a multiline field. | Up Arrow |
| Move to the next line in a multiline field. | Down Arrow |
| Move to the previous character in a field. | Left Arrow |
| Move to the next character in a field. | Right Arrow |

# Tasks

## Frequently used shortcuts for Tasks

| To do this | Press |
| --- | --- |
| Accept a task request. | Alt+C |
| Decline a task request. | Alt+D |
| Find a task or other item. | Ctrl+E |
| Open the Go to Folder dialog box. | Ctrl+Y |
| Create a task (when in Tasks). | Ctrl+N |
| Create a task (from any Outlook view). | Ctrl+Shift+K |
| Open selected item. | Ctrl+O |
| Print selected item. | Ctrl+P |
| Select all items. | Ctrl+A |
| Delete selected item. | Ctrl+D |
| Forward a task as an attachment. | Ctrl+F |
| Create a task request. | Ctrl+Shift+Alt+U |
| Switch between the Folder Pane, Tasks list, and To-Do Bar. | Tab or Shift+Tab |
| Undo last action. | Ctrl+Z |
| Flag an item or mark complete. | Insert |

## Work with Task items in Timeline view

### When an item is selected

| To do this | Press |
| --- | --- |
| Select the previous item. | Left Arrow |
| Select the next item. | Right Arrow |
| Select several adjacent items. | Shift+Left Arrow or Shift+Right Arrow |
| Select several nonadjacent items. | Ctrl+Left Arrow+Spacebar or Ctrl+Right Arrow+Spacebar |
| Open the selected items. | Enter |
| Select the first item on the timeline (if items are not grouped) or the first item in the group. | Home |
| Select the last item on the timeline (if items are not grouped) or the last item in the group. | End |
| Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group. | Ctrl+Home |
| Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group. | Ctrl+End |

### When a group is 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 on the timeline. | Home |
| Select the last group on the timeline. | End |
| Select the first item on screen in an expanded group or the first item off screen to the right. | Right Arrow |

### When a unit of time on the time scale for days is selected

| To do this | Press |
| --- | --- |
| Move back in increments of time that are the same as those shown on the time scale. | Left Arrow |
| Move forward in increments of time that are the same as those shown on the time scale. | Right Arrow |
| Switch between active view, To-Do Bar, Search and back to active view. | Tab and Shift+Tab |

# Groups

## Work with groups

| To do this | Press |
| --- | --- |
| Expand a single selected group. | Right Arrow |
| Collapse a single selected group. | Left Arrow |
| Select the previous group. | Up Arrow |
| Select the next group. | Down Arrow |
| Select the first group. | Home |
| Select the last group. | End |
| Select the first item on screen in an expanded group or the first item off screen to the right. | Right Arrow |

## Send/Receive folders and groups

| To do this | Press |
| --- | --- |
| Start a 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 define. | F9 |
| Start a send/receive for the current folder, retrieving full items (header, item, and any attachments). | Shift+F9 |
| Start a send/receive. | Ctrl+M |
| Define Send/Receive groups. | Ctrl+Alt+S |

# Views in Outlook

## Table view

| 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, respectively |
| Go to the next or previous item without extending the selection. | Ctrl+Up Arrow or Ctrl+Down Arrow, respectively |
| Select or cancel selection of the active item. | Ctrl+Spacebar |

## Calendar views

| 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+Minus Sign |
| Switch to months. | Alt+= |
| 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 |
| Go to the same day in the next week. | Alt+Down Arrow |
| Go to the same day in the previous week. | Alt+Up Arrow |

### 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 Shift+Down Arrow, respectively |
| Move an appointment up or down. | With the cursor in the appointment, Alt+Up Arrow or Alt+Down Arrow, respectively |
| Change an appointment's start or end time. | With the cursor in the appointment, Alt+Shift+Up Arrow or Alt+Shift+Down Arrow, respectively |
| 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 |

### Week view

| To do this | Press |
| --- | --- |
| Go to the start of work hours for the selected day. | Home |
| Go to the end of work hours for the selected day. | End |
| Go up one page view in the selected day. | Page Up |
| Go down one page view in the selected day. | Page Down |
| Change the duration of the selected block of time. | Shift+Left Arrow, Shift+Right Arrow, Shift+Up Arrow, or Shift+Down Arrow; or Shift+Home or Shift+End |

### Month view

| To do this | Press |
| --- | --- |
| Go to the first day of the week. | Home |
| Go to the same day of the week in the previous page. | Page Up |
| Go to the same day of the week in the next page. | Page Down |

### 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 |