

Microsoft Outlook shortcut keys

Below is a listing of all the major [shortcut keys](#) in [Microsoft Outlook](#). See the [computer shortcuts](#) page if you are looking for other shortcut keys used in other programs.

Shortcut	Description
Alt+S	Send the e-mail
Ctrl+Enter	Send the e-mail you're composing.
Ctrl+C	Copy selected text.
Ctrl+X	Cut selected text.
Ctrl+P	Open the <i>Print</i> window.
Ctrl+K	Complete the name or e-mail being typed in the e-mail field if found in the address book .
Ctrl+B	Bold highlighted selection.
Ctrl+I	Italic highlighted selection.
Ctrl+M	Send and receive all e-mail.

Ctrl+Q	Mark selected e-mail as read.
Ctrl+U	Mark selected e-mail as unread. Underline highlighted text (within an e-mail message).
Ctrl+R	Reply to an e-mail.
Ctrl+F	Forward an e-mail.
Ctrl+N	Create a new e-mail (when in the <i>Mail</i> section). Create a new appointment in your calendar (when in the <i>Calendar</i> section).
Ctrl+Y	Go to folder.
Ctrl+Shift+A	Create a new appointment in your calendar (from any section of Outlook).
Ctrl+Shift+O	Open the Outbox.
Ctrl+Shift+I	Open the Inbox.

Ctrl+Shift+K	Add a new task.
Ctrl+Shift+C	Create a new contact.
Ctrl+Shift+J	Create a new journal entry.
Ctrl+Shift+V	Move e-mail to folder.