

Mostly used shortcuts For Microsoft Outlook

Action	Press
Close a window or a menu.	Esc
Go to the Home tab.	Alt+H
Create a new message.	Ctrl+Shift+M
Send a message.	Alt+S
Insert a file.	Alt+N, A, F
New task	Ctrl+Shift+K
Delete an item (when a message, task, or meeting is selected).	Delete
Search for an item.	Ctrl+E or F3
Reply to a message.	Alt+H, R, P
Forward a message.	Alt+H, F, W
Select the Reply All option.	Alt+H, R, A
Copy an item.	Ctrl+C or Ctrl+Insert
Go to the Send/Receive tab.	Alt+J, S
Go to Calendar.	Ctrl+2
Create an appointment.	Ctrl+Shift+A
Move an item to a folder.	Alt+H, M, V, and select a folder from the list
Open the Save As dialog on the Attachment tab.	Alt+J, A, A, V
Check for new messages.	Ctrl+M or F9

Shortcuts for basic navigation

Action	Press
Switch to the Mail view.	Ctrl+1
Switch to the Calendar view.	Ctrl+2
Switch to the Contacts view.	Ctrl+3
Switch to the Tasks view.	Ctrl+4
Switch to the Notes.	Ctrl+5
Switch to the Folder list in the Folder pane.	Ctrl+6
Switch to Shortcuts.	Ctrl+7
Open Journal.	Ctrl+8
Open the Address Book.	Ctrl+Shift+B
Go back to previous view.	Alt+B or Alt+Left arrow key
Go forward to next view.	Alt+Right arrow key
Switch to next open message.	Ctrl+Period (.)
Switch to previous open message.	Ctrl+Comma (,)
Move between the Folder pane, the main Outlook window, the Reading pane, and the To-Do bar.	Ctrl+Shift+Tab key or Shift+Tab key

Move between the Outlook window, the smaller panes in the Folder pane, the Reading pane, and the sections in the To-Do bar.	Tab key or F6
Move between the ribbon and the calendar.	F6
Show the access keys in the ribbon.	Alt or F6
Move around message header lines in the Folder pane or an open message.	Ctrl+Tab
Move between the Navigation pane and the calendar.	Ctrl+Tab
Move around within the Folder pane.	Arrow keys
Go to a different folder.	Ctrl+Y
Go to the Search box.	F3 or Ctrl+E
In the Reading pane, go to the previous message.	Alt+Up arrow key or Ctrl+Comma, or Alt+Page Up
In the Reading pane, page down through the text.	Spacebar
In the Reading pane, page up through the text.	Shift+Spacebar
Collapse or expand a group in the email message list.	Left or Right arrow key, respectively
Go back to previous view in the main Outlook window.	Alt+B or Alt+Left arrow key
Go forward to next view in the main Outlook window.	Alt+Right arrow key
Select the InfoBar and, if available, show the menu of commands.	Ctrl+Shift+W
Show the To-Do bar (peek).	Alt+V, B, and then C for Calendar, P for People, T for Tasks, or O for Off

Navigate to the ribbon

Action	Press
Open the Home tab.	Alt+H
Open the File menu.	Alt+F
Open the Send/Receive tab.	Alt+S
Open the Folder tab.	Alt+O
Open the View tab.	Alt+V
Open the Search tab.	Ctrl+E
Go to the Tell Me search field.	Alt+Q

Create an item or file

Action	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 the selected folder.	Ctrl+Shift+S
Post a reply in the selected folder.	Ctrl+T
Create a Search folder.	Ctrl+Shift+P

Format text

Action	Press
Display the Format Text tab on the ribbon.	Alt+O
Display the Font dialog.	Ctrl+Shift+P
Switch the case of the first letter in a selected word or line.	Shift+F3
Toggle the case of the selected text between small caps and all caps.	Ctrl+Shift+K
Apply bold formatting.	Ctrl+B
Add a bulleted list.	Ctrl+Shift+L
Apply italic formatting.	Ctrl+I
Increase indent.	Ctrl+T
Decrease indent.	Ctrl+Shift+T
Center text.	Ctrl+E
Underline text.	Ctrl+U
Increase the font size.	Ctrl+Right bracket (]) or Ctrl+Shift+Greater-than sign (>)
Decrease the font size.	Ctrl+Left bracket ([) or Ctrl+Shift+Less-than sign (<)
Cut a selection.	Ctrl+X or Shift+Delete
Copy a selection.	Ctrl+C or Ctrl+Insert
Paste the copied or cut selection.	Ctrl+V or Shift+Insert
Clear the formatting.	Ctrl+Shift+Z or Ctrl+Spacebar
Delete the next word.	Ctrl+Shift+H
Justify text (Stretch a paragraph to fit between the margins).	Ctrl+Shift+J
Apply styles.	Ctrl+Shift+S
Create a hanging indent.	Ctrl+T
Insert a hyperlink.	Ctrl+K
Left-align a paragraph.	Ctrl+L
Right-align a paragraph.	Ctrl+R
Reduce a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q

Use search

Action	Press
Go to the Search field to find a message or another item.	Ctrl+E or F3
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, symbols, or some formatting commands when in the Reading pane or in an open item.	Ctrl+H
Expand search to include items from the current folder.	Ctrl+Alt+K
Expand search to include subfolders.	Ctrl+Alt+Z

Print items

Action	Press
Open the Print page in the File menu.	Alt+F, P
Print an item from an open window.	Alt+F, P, F, 1
Open the Page Setup dialog on Print page.	Alt+S or Alt+U
Select a printer on the Print page.	Alt+F, P, I
Open the Print Options dialog.	Alt+F, P, R

Use flags

Action	Press
Open the Flag for Follow Up dialog to assign a flag.	Ctrl+Shift+G
To do this	Press
Delete the selected category from the list in the Color categories dialog.	Alt+D

Mail keyboard shortcuts

Action	Press
Switch to Inbox.	Ctrl+Shift+I
Switch to Outbox.	Ctrl+Shift+O
Check names.	Ctrl+K
Send a message.	Alt+S
Reply to a message.	Ctrl+R
Select the Reply to All option.	Ctrl+Shift+R
Reply with a meeting request.	Ctrl+Alt+R
Forward a message.	Ctrl+F
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
Apply Normal style.	Ctrl+Shift+N
Check for new messages.	Ctrl+M or F9
Go to the previous message.	Up arrow key
Go to the next message.	Down arrow key

Create a message (when in Mail view).	Ctrl+N
Create a message (from any Outlook view).	Ctrl+Shift+M
Open a received message	Ctrl+O
Delete and ignore a conversation.	Ctrl+Shift+D
Open the Address Book.	Ctrl+Shift+B
Add a Quick flag to an unopened message.	Insert
Display the Flag for follow up dialog.	Ctrl+Shift+G
Mark a message as read.	Ctrl+Q
Mark a message as unread.	Ctrl+U
Open the MailTip in the selected message.	Ctrl+Shift+W
Find or replace text.	F4
Find the next item.	Shift+F4
Send a message.	Ctrl+Enter
Print an item.	Ctrl+P
Forward a message as an attachment.	Ctrl+Alt+F
Show the properties for the selected item.	Alt+Enter
Mark an item for download.	Ctrl+Alt+M
Check the Mark for download status.	Ctrl+Alt+U
Display the Send/Receive progress.	Ctrl+B (when a Send/Receive is in progress)
Save an item.	Ctrl+S
Open the Save as dialog.	F12

Use the Folder pane

Action	Press
Move around within the Folder pane.	Up and Down arrow keys
Move to the Message list from the Folder pane.	Spacebar or Enter
Create a new folder.	Shift+F10, N
Expand a selected group or folder with subfolders.	Right arrow key
Collapse a selected group or folder with subfolders.	Left arrow key
Open a selected item in the Folder pane.	Spacebar or Enter
Rename a selected folder in the list of folders.	F2
Delete a selected folder in the list. Default folders, such as Inbox, Outbox, Drafts, and Sent) cannot be deleted.	Shift+F10, D
Jump to folder by typing first letter of folder name. For example, to go to the Drafts folder, typed. If multiple folders start with same letter, repeat the letter until you reach the folder you want.	The first letter of a folder name

Use the message list

Action	Press
Move down and up in the message list.	Down and Up arrow keys
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 key or Shift+Down arrow key
Go to the next or previous item without extending the selection.	Ctrl+Up arrow key or Ctrl+Down arrow key
Select or cancel selection of the active item.	Ctrl+Spacebar
Expand groups of messages (for example, Last Week).	Right arrow key
Collapse groups of messages (for example, Last Week).	Left arrow key
Select multiple adjacent messages.	Shift+Down or Up arrow key
Select multiple non-adjacent messages.	Ctrl+Up or Down arrow key, and then, to select each message, press Spacebar
Move message to folder.	Ctrl+Shift+V
Add Follow Up or Quick Flag to message.	Shift+F10, U, T (in Narrator, Insert)
Add Custom Flag to message.	Ctrl+Shift+G
Mark message as junk or not junk.	Shift+F10, J, then the Up or Down arrow key, and then Enter
Mark a message as read.	Ctrl+Q
Mark a message as unread.	Ctrl+U
Mark an item to download.	Alt+S, M, T
Mark an item to download a copy.	Alt+S, M, C
Unmark an item to download.	Alt+S, U, U
Unmark an item to download a copy.	Alt+S, U, K
Delete a message.	Alt+H+D
Ignore a message.	Alt+H, X
Reply to a message.	Alt+H, R, P
Select the Reply All option.	Alt+H, R, A
Forward a message.	Alt+H, F, W
Open a message.	Enter
Display a blocked content menu.	Ctrl+Shift+W
Download blocked pictures or images.	Ctrl+Shift+W, P
Show email properties.	Alt+Enter
Post to a folder.	Ctrl+Shift+S
Copy item to a folder.	Ctrl+Shift+Y
Print a message.	Ctrl+P
Set how often Outlook checks for new messages.	Ctrl+Alt+S
Set the junk mail options.	Alt+H, J, O