

Outlook Keyboard Shortcuts Cheat Sheet

Navigation

Shortcut	Action
Ctrl+1	Mail
Ctrl+2	Calendar
Ctrl+3	Contacts
Ctrl+4	Tasks
Ctrl+Shift+I	Inbox
Ctrl+Shift+O	Outbox

Email handling

Shortcut	Action
Ctrl+R	Reply
Ctrl+Shift+R	Reply All
Ctrl+F	Forward
Ctrl+Shift+M	New Mail
Ctrl+Enter	Send email

Searching

Shortcut	Action
F4	Search inside open email
Ctrl+E / F3	Search mailbox

Calendar

Shortcut	Action
Alt+=	Go to today
Ctrl+G	Go to date

General productivity

Shortcut	Action
Alt+S	Send (mail, meeting, tasks)
Ctrl+Shift+V	Move to folder
Ctrl+Shift+Y	Copy to folder