

# The Essential List of Microsoft Outlook Keyboard Shortcuts



## General Shortcuts

<b>F1</b>	Help
<b>F3</b>	Find a contact or other item
<b>F4</b>	Find or replace
<b>F7</b>	Spellcheck
<b>F9</b>	Check for new messages
<b>F11</b>	Find a contact
<b>F12</b>	Save As (only in Mail view)
<b>Delete</b>	Delete selected item (message, task, or meeting)
<b>Shift + Ctrl + A</b>	Create a new Appointment
<b>Shift + Ctrl + B</b>	Open the Address Book
<b>Shift + Ctrl + C</b>	Create a new Contact
<b>Shift + Ctrl + E</b>	Create a new folder
<b>Shift + Ctrl + F</b>	Open the Advanced Find window
<b>Shift + Ctrl + H</b>	Create a new Office document
<b>Shift + Ctrl + I</b>	Switch to Inbox
<b>Shift + Ctrl + J</b>	Create a new Journal Entry
<b>Shift + Ctrl + K</b>	Create a new Task
<b>Shift + Ctrl + L</b>	Create a new Contact Group
<b>Shift + Ctrl + M</b>	Create a new Message
<b>Shift + Ctrl + N</b>	Create a new Note
<b>Shift + Ctrl + O</b>	Switch to the Outbox
<b>Shift + Ctrl + P</b>	Open the New Search Folder window
<b>Shift + Ctrl + Q</b>	Create a new Meeting Request
<b>Shift + Ctrl + U</b>	Create a new Task Request
<b>Ctrl + Alt + 2</b>	Switch to Work Week calendar view
<b>Ctrl + Alt + 3</b>	Switch to Full Week calendar view
<b>Ctrl + Alt + 4</b>	Switch to Month calendar view

## Message Shortcuts

<b>Shift + Ctrl + R</b>	Reply All
<b>Ctrl + A</b>	Select All
<b>Ctrl + B</b>	Bold
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + F</b>	Forward message
<b>Ctrl + H</b>	Find and replace text
<b>Ctrl + K</b>	Check names against Address Book
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + Q</b>	Mark selected message read
<b>Ctrl + R</b>	Reply
<b>Ctrl + S</b>	Save message as draft
<b>Ctrl + U</b>	Mark selected message unread
<b>Ctrl + V</b>	Paste copied text
<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + Y</b>	Go to folder...
<b>Ctrl + Z</b>	Undo
<b>Ctrl + Alt + J</b>	Mark message as Not Junk
<b>Ctrl + Alt + M</b>	Mark message for download
<b>Alt + S</b>	Send message

## Quick Navigation

<b>Ctrl + 1</b>	Switch to Mail view
<b>Ctrl + 2</b>	Switch to Calendar view
<b>Ctrl + 3</b>	Switch to Contacts view
<b>Ctrl + 4</b>	Switch to Tasks view
<b>Ctrl + 5</b>	Switch to Notes
<b>Ctrl + 6</b>	Switch to Folder List
<b>Ctrl + 7</b>	Switch to Shortcuts
<b>Ctrl + Period</b>	Switch to next open message
<b>Ctrl + Comma</b>	Switch to previous open message
<b>Alt + H</b>	Go to Home tab
<b>Alt + Left</b>	Go to previous view in main Outlook window
<b>Alt + Right</b>	Go to next view in main Outlook window