

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts

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

Message Shortcuts

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

Quick Navigation

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