

WINDOWS	macOS	FUNCTION	Alt + S	Command + Return	Send a message.	Ctrl + Shift + .	Ctrl + ]	Move to next contact.
<b>NAVIGATING OUTLOOK</b>			Ctrl + F	Command + J	Forward a message.	<b>TASK SHORTCUTS</b>		
Alt + H		Go to the Home tab.	Ctrl + Alt + F		Forward a message as an attachment.	Ctrl + N	Command + N	Create a new task.
Ctrl + 1	Command + 1	Switch to Mail.	Ctrl + R	Command + R	Reply to a message.	Ctrl + C		Accept a task request.
Ctrl + 2	Command + 2	Switch to Calendar.	Ctrl + Shift + R	Shift + Command + R	Rely all.	Ctrl + D		Decline a task request.
Ctrl + 3	Command + 3	Switch to Contacts.	Ctrl + Alt + R		Reply to a meeting request.	Ctrl + Shift + Alt + U		Create a task request.
Ctrl + 4	Command + 4	Switch to Tasks.	Ctrl + Alt + J	Command + Shift + Opt + J	Mark as not junk.	Insert		Mark a task as complete
Ctrl + 5	Command + 5	Switch to Notes.	Ctrl + Shift + D	Delete	Delete a conversation.	<b>TEXT FORMATTING SHORTCUTS</b>		
Ctrl + Shift + I		Switch to Inbox.	Ctrl + Q	Command + T	Mark as read.	Alt + O		Display the Format Text tab on the ribbon.
Ctrl + 8		Open Journal.	Ctrl + U	Shift + Command + T	Mark as unread.	Ctrl + Shift + P		Display the font dialog box.
Ctrl + Shift + B	Command + 0	Open Address Book (contact search in MacOS).	Ctrl + Shift + G	Ctrl + 5	Flag a message.	Ctrl + ] + >		Increase font size.
Alt + B or Alt + Left arrow	Shift + Ctrl + [	Go back to previous view.	Ctrl + P	Command + P	Print a message.	Ctrl + [ + <		Decrease font size.
Alt + Right arrow	Shift + Ctrl + ]	Move forward to next view.	Ctrl + S	Command + S	Save an item.	Ctrl + B	Command + B	Apply bold formatting.
Down arrow	Ctrl + ]	Switch to next message.	Ctrl + Alt + M		Mark an item for download.	Ctrl + I	Command + I	Apply italic formatting.
Up arrow	Ctrl + [	Switch to previous message.	Ctrl + M (or F9)		Check for new messages.	Ctrl + U	Command + U	Underline text.
Esc	Command + W	Close a window or menu.	Down arrow key		Go to next message.	Ctrl + Shift + S	Command + Shift + X	Strike through text.
<b>CREATING ITEMS IN OUTLOOK</b>			Up arrow key		Go to previous message.	Ctrl + Shift + L		Create a bulleted list.
Ctrl + Shift + M	Command + N	Create Message. *	<b>CALENDAR SHORTCUTS</b>			Ctrl + T	Command + ]	Increase indent.
Ctrl + Shift + C	Command + N	Create Contact. *		Command + 2	Open calendar view.	Ctrl + Shift + T	Command + [	Decrease indent.
Ctrl + Shift + L		Create Contact Group.	Ctrl + N	Command + N	Create a new appointment.	Ctrl + E	Command +	Center text.
Ctrl + Shift + A	Command + N	Create Appointment. *	Alt + O	Command + O	Open a calendar event.	Ctrl + L	Command + {	Left align text.
Ctrl + Shift + N	Command + N	Create Note. *	Delete	Delete	Delete a calendar event (when selected).	Ctrl + R	Command + }	Right align text.
Ctrl + Shift + Q		Create Meeting Request.	Ctrl + G	Command + T	Switch view to today.	Ctrl + X	Command + X	Cut selected text.
Ctrl + Shift + E	Shift + Command + N	Create Folder. *	Ctrl + Alt + 3	Command + 2	Switch to week view.	Ctrl + C	Command + C	Copy selected text.
Ctrl + Shift + K	Command + N	Create Task. *	Alt + Equal	Command + 3	Switch to month view.	Ctrl + V	Command + V	Paste text.
Ctrl + Shift + H		Create MS Office Document.	Ctrl + F		Forward an appointment or meeting.	Ctrl + Shift + Z		Clear formatting.
<b>SEARCHING IN OUTLOOK</b>			Ctrl + Left arrow	Command + Opt + Left arrow	Move to previous day (in day view).	Ctrl + Q		Remove paragraph formatting.
Ctrl + E (or F3)	Option + Command + F	Go to search field.	Ctrl + Right arrow	Command + Opt + Right arrow	Move to next day (in day view).	<b>PRINTING SHORTCUTS</b>		
Ctrl + Shift + F	Shift + Command + F	Use Advanced Find.	Alt + Up arrow	Command + Opt + Left arrow	Move to previous week (in week view).	Alt + F, then P		Open the Print page in the File menu.
F4	Command + F	Search text within open item.	Alt + Down arrow	Command + Opt + Right arrow	Move to next week (in week view).	Alt + F, then P, P		Print an item from an open window.
Ctrl + Alt + K	Option + Command + F	Expand search to current folder.	Alt + Page up	Command + Opt + Left arrow	Move to previous month (in month view).	Alt + S		Open Page Setup dialog box on Print page.
Ctrl + Alt + Z		Expand search to subfolders.	Alt + Page down	Command + Opt + Right arrow	Move to next month (in month view).	Alt + F + P + I		Select a printer from the Print page.
Ctrl + Alt + A		Expand search to All.	<b>CONTACTS SHORTCUTS</b>			Alt + F + P + R		Open Print Options dialog box.
Ctrl + Shift + P		Create a search folder.	Ctrl + N	Command + N	Create new contact.	<b>RIBBON NAVIGATION (WINDOWS ONLY)</b>		
Esc		Clear search results.	Ctrl + O	Command + O	Open a contact to edit.	Alt + H		Open the Home tab.
<b>MAIL SHORTCUTS</b>			Delete	Delete	Delete a contact.	Alt + F		Open the File menu.
Ctrl + Shift + I		Switch to Inbox.		Ctrl + [	Move to previous contact.	Alt + J + S		Open the Send/Receive tab.
Ctrl + Shift + O		Switch to Outbox.				Alt + O		Open the Folder tab.
Ctrl + Shift + I (within message)		Display blocked content.				Alt + V		Open the View tab.
						Ctrl + E		Open the Search tab.

\* Must have appropriate window open for Mac.