

60 Most Common Keyboard Shortcuts for Microsoft Outlook

Navigation

Switch to Mail	CTRL+1
Switch to Calendar	CTRL+2
Switch to Contacts	CTRL+3
Switch to Tasks	CTRL+4
Switch to Notes	CTRL+5
Switch to Folder List in Navigation Pane	CTRL+6
Switch to next message (with msg open)	CTRL+PERIOD
Switch to previous message (with msg open)	CTRL+COMMA
Go to a different folder	CTRL+Y

Create an item or file

Create an appointment	CTRL+SHIFT+A
Create a contact	CTRL+SHIFT+C
Create a distribution list	CTRL+SHIFT+L
Create a folder	CTRL+SHIFT+E
Create a Journal entry	CTRL+SHIFT+J
Create a meeting request	CTRL+SHIFT+Q
Create a message	CTRL+SHIFT+M
Create a note	CTRL+SHIFT+N
Create a task	CTRL+SHIFT+K

All item functions

Save	CTRL+S
Save and close	ALT+S
Save as	F12
Undo	CTRL+Z
Delete an item	CTRL+D
Print	CTRL+P
Check spelling	F7
Forward	CTRL+F
Left align text	CTRL+L
Center text	CTRL+E
Right align text	CTRL+R

Email

Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Send	ALT+S
Reply to a message	CTRL+R
Reply all to a message	CTRL+SHIFT+R
Forward a message	CTRL+F
Mark a message as not junk	CTRL+ ALT+J
Check for new messages	F9
Open the Address Book	CTRL+SHIFT+B
Add a Quick Flag to an unopened msg	INSERT
Mark as unread	CTRL+U

Format Text

Display the Font dialog box	CTRL+SHIFT+P
Switch case (with text selected)	SHIFT+F3
Make letters bold	CTRL+B
Add bullets	CTRL+SHIFT+L
Make letters italic	CTRL+I
Underline	CTRL+U
Increase font size	CTRL+]]
Decrease font size	CTRL+[[
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Insert a hyperlink	CTRL+K

Search

Find a message or other item	CTRL+E
Use Advanced Find	CTRL+SHIFT+F
Expand search to include the desktop	CTRL+ALT+K

Contacts

Find a contact or other item	F3
Select all contacts	CTRL+A

Tasks

Show or hide the To-Do Bar	ALT+F2
Accept a task request	ALT+C
Decline a task request	ALT+D