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Microsoft Outlook Keyboard Shortcuts

for Outlook 365, 2019, 2016, 2013

FROM ANY OUTLOOK VIEW

Action	Shortcut Keys
Create a Message	Ctrl + Shift + M
Create an Appointment	Ctrl + Shift + A
Create a Meeting Request	Ctrl + Shift + Q
Create a Contact	Ctrl + Shift + C
Create a Task	Ctrl + Shift + K
Create a Task Request	Ctrl + Shift + U
Create a Note	Ctrl + Shift + N
Create a Contact Group	Ctrl + Shift + L
Create a Folder	Ctrl + Shift + E
Display the Address book	Ctrl + Shift + B
Show or Hide the To-Do Bar	Alt + F2
Next Item	Ctrl + >
Previous Item	Ctrl + <

E-MAIL

Action	Shortcut Keys
Create a New Message (when in Mail)	Ctrl + N
Create a New Message (anywhere in Outlook)	Ctrl + Shift + M
Go to Inbox Folder	Ctrl + Shift + I
Go to Outbox Folder	Ctrl + Shift + O
Save, Close & Send	Alt + S or Ctrl + Enter
Reply to a Message	Ctrl + R
Reply to All	Ctrl + Shift + R or Alt + L
Forward a Message	Ctrl + F
Flag for Follow Up	Ctrl + Shift + G
Insert a Hyperlink	Ctrl + K
Mark as Read	Ctrl + Q
Mark as Unread	Ctrl + U
Go to Next Message	↓
Go to Previous Message	↑
Go to Next Message (with Message open)	Ctrl + Period
Go to Previous Message (with Message open)	Ctrl + Comma
Print	Ctrl + P
Open MailTips in message	Ctrl + Shift + W
Move to Folder	Ctrl + Shift + V
Delete	Ctrl + D
Open Address Book	Ctrl + Shift + B
Find a Contact	F11
Start Send/Receive	F9
Switch between Folder Pane, Message Pane, Reading Pane, To-Do Bar	F6
Pages Down in Reading Pane	Spacebar
Pages Up in Reading Pane	Shift + Spacebar

NAVIGATE TO OUTLOOK VIEWS

Action	Shortcut Keys
Move to Mail	Ctrl + 1
Move to Calendar	Ctrl + 2
Move to Contacts	Ctrl + 3
Move to Tasks	Ctrl + 4
Move to Notes	Ctrl + 5
Move to Folder List in Navigation Pane	Ctrl + 6
Move to Shortcuts	Ctrl + 7
Move to Journal	Ctrl + 8
Move to Folder	Ctrl + Y
Go to the Search Box	Ctrl + E or Alt + Q
Collapse a group in the message list	←
Expand a group in the message list	→

CALENDAR

Action	Shortcut Keys
Create a New Appointment (when in Calendar)	Ctrl + N
Create a New Appointment (anywhere in Outlook)	Ctrl + Shift + A
New Meeting Request	Ctrl + Shift + Q
Go to a date	Ctrl + G
Switch to Day View (1 day)	Ctrl + Alt + 1
Switch to Work Week View (5 days)	Ctrl + Alt + 2
Switch to Week View (7 days)	Ctrl + Alt + 3 or Alt + Minus Sign
Switch to Month View (31 days)	Ctrl + Alt + 4 or Alt + =
Switch to Schedule View	Ctrl + Alt + 5
Show 2 days in Calendar	Alt + 2
Show 3-9 days in Calendar	Alt + # of days
Show 10 days in Calendar	Alt + 0
Go to Next Day	Ctrl + →
Go to Previous Day	Ctrl + ←
Go to Next Week	Alt + ↓
Go to Previous Week	Alt + ↑
Go to Next Month	Alt + PageDown
Go to Previous Month	Alt + Page Up
Go to Start of the Week	Alt + Home
Go to End of the Week	Alt + End
Go to Next Appointment	Ctrl + Period
Go to Previous Appointment	Ctrl + Comma
Print	Ctrl + P
Move to Folder	Ctrl + Shift + V
Delete	Ctrl + D
Open Address Book	Ctrl + Shift + B
Find a Contact	F11

Outlook Keyboard Shortcuts

CONTACTS	
Action	**Shortcut Keys**
Create a New Contact (when in Contacts)	Ctrl + N
Create a New Contact (anywhere in Outlook)	Ctrl + Shift +C
Create a New Message Addressed to Selected Contact	Ctrl + F
Print	Ctrl + P
Move to Folder	Ctrl + Shift + V
Delete	Ctrl + D
Open Address Book	Ctrl + Shift + B
Find a Contact	F11

MISCELLANEOUS	
Action	**Shortcut Keys**
Help	F1
Copy to Clipboard	Ctrl + C
Paste from Clipboard	Ctrl + V
Check Names	Ctrl + K
Undo Last Action	Ctrl + Z
Select All	Ctrl + A
Cut	Ctrl + X
Delete	Ctrl + D
Check Spelling	F7
Open Save As Dialog Box	F12
Turn on Editing in a Field	F2
Save	Ctrl + S or Shift + F12
Save and close	Alt + S
Start the Send/Receive process	Ctrl + M

TASKS	
Action	**Shortcut Keys**
Create a New Task (when in Tasks)	Ctrl + N
Create a New Task (anywhere in Outlook)	Ctrl + Shift + K
Create a New Task Request	Ctrl + Shift + U
Forward	Ctrl + F
Print	Ctrl + P
Move to Folder	Ctrl + Shift + V
Delete	Ctrl + D
Open Address Book	Ctrl + Shift + B

FORMATTING TEXT	
Action	**Shortcut Keys**
Bold Selected Text	Ctrl + B
Underline Selected Text	Ctrl + U
Italicize Selected Text	Ctrl + I
Add Bullets	Ctrl + Shift + L
Left Align Text	Ctrl + L
Center Text	Ctrl + E
Right Align Text	Ctrl + R
Increase Indent	Ctrl + T
Decrease Indent	Ctrl + Shift + T
Increase Font Size	Ctrl +]
Decrease Font Size	Ctrl + [
Toggle Capitalization	Shift + F3
Format Letters as Small Capitalization	Ctrl + Shift + K
Remove Character Formatting	Ctrl + Spacebar

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