

Master Microsoft Outlook 2024 with Our Ultimate Keyboard Shortcuts Guide

: The Power of Keyboard Shortcuts

In the realm of digital productivity, efficiency reigns supreme. Microsoft Outlook 2024, the latest iteration of the industry-leading email and calendar management tool, offers a myriad of keyboard shortcuts to empower users with lightning-fast navigation and task automation.



KeyBoard Shortcuts Guide Microsoft Outlook 2024 for Windows by A. L. Burgos

★★★★★ 5 out of 5

Language : English
File size : 17758 KB
Text-to-Speech : Enabled
Enhanced typesetting : Enabled
Print length : 580 pages
Lending : Enabled
Screen Reader : Supported



Our comprehensive Keyboard Shortcuts Guide is your ultimate weapon to unlock the full potential of Outlook 2024. With hundreds of shortcuts meticulously compiled, you'll be able to:

- Navigate the Outlook interface effortlessly
- Compose, send, and manage emails with speed
- Schedule appointments, meetings, and tasks with ease

- Utilize advanced features for maximum productivity

By mastering these shortcuts, you'll streamline your workflow, save countless hours, and elevate your productivity to new heights.

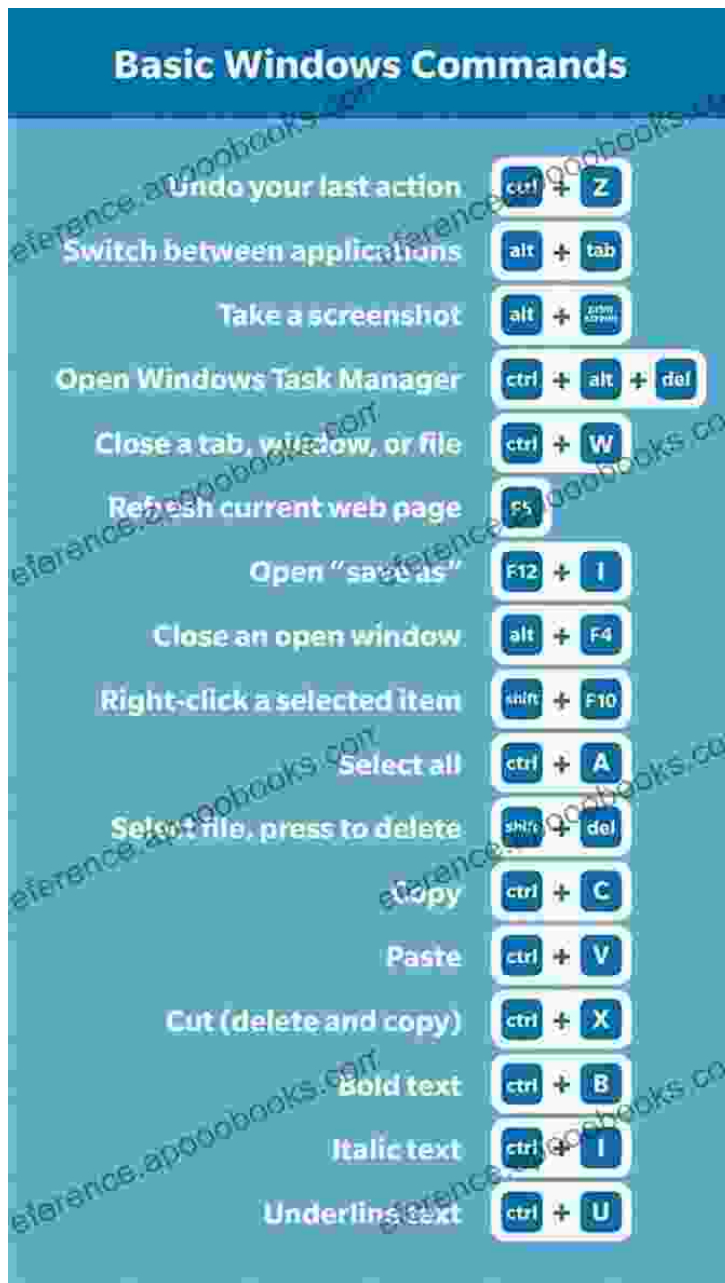
Chapter 1: Navigating the Outlook 2024 Interface


Navigating Outlook 2024 can be a breeze with these essential keyboard shortcuts:

Shortcut

Action

Switch to the Home tab



Shortcut	Action
ctrl + Z	Undo your last action
alt + tab	Switch between applications
alt + 	Take a screenshot
ctrl + alt + del	Open Windows Task Manager
ctrl + W	Close a tab, window, or file
F5	Refresh current web page
F12 + I	Open "save as"
alt + F4	Close an open window
shift + F10	Right-click a selected item
ctrl + A	Select all
shift + del	Select file, press to delete
ctrl + C	Copy
ctrl + V	Paste
ctrl + X	Cut (delete and copy)
ctrl + B	Bold text
ctrl + I	Italic text
ctrl + U	Underline text

Shortcut

Action

Switch to the Mail tab

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spellcheck	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outlook		
Shift + Ctrl + P	Open the New Search Folder window	Quick Navigation	
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 1	Switch to Mail view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 2	Switch to Calendar view
Ctrl + Alt + 2	Switch to Work Week calendar view	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 4	Switch to Month calendar 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

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Shortcut

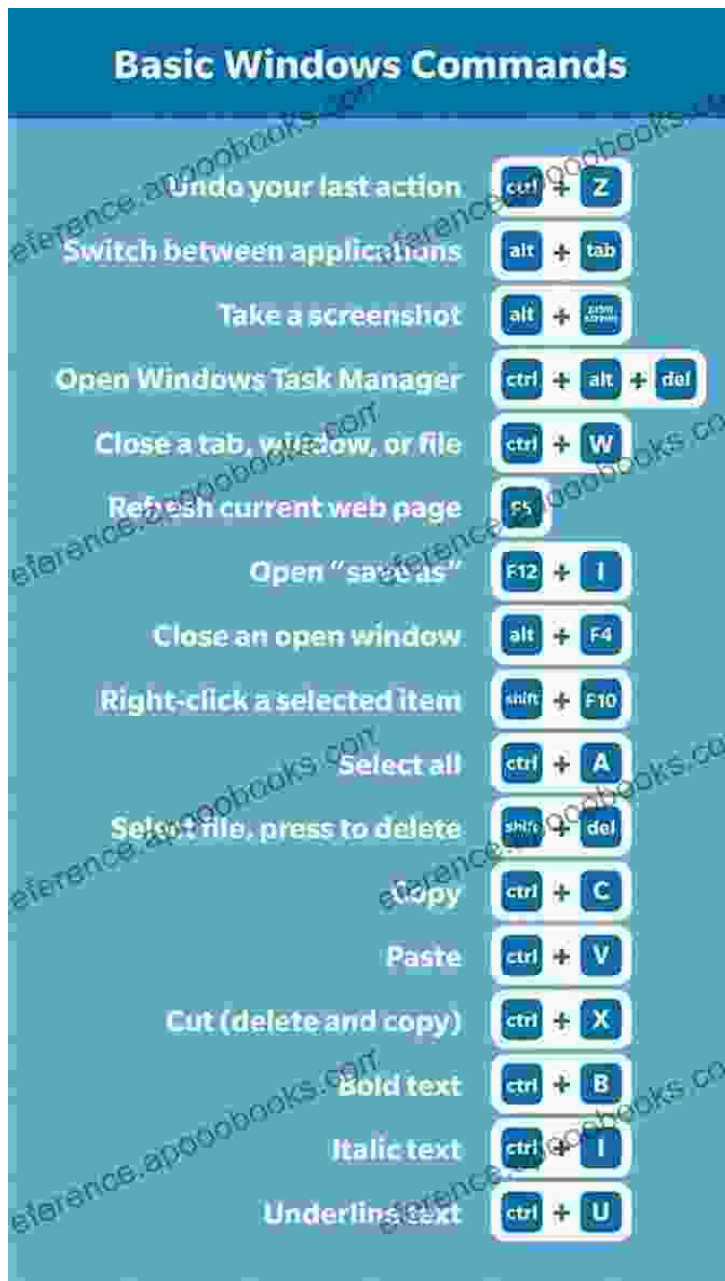
Action

Microsoft Outlook Shortcut Keys	
	
Alt + . (period)	Open the Address Book with the selected item selected.
	Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + J	Open the Find tool bar / Open the Insert drop-down menu.
Alt + J	Move to the Subject field.
Alt + R	Check names in To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Alt + M	Reply All
Alt + M	Switch to Monthly calendar view.
Alt + H	Open the Accounts drop-down menu.
Alt + O	Open the Outlook drop-down menu / Switch to Today calendar view.
Alt + Z	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward on Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button selected.
F1	Open Outlook help.
F4	Activate the Find toolbar.
F4	Open the Find window.
F7	Spellcheck.
F9	Send and receive all
F10	Select File from the Outlook toolbar button.
F11	Activate the "find a contact" dialog box.
F12	Save As.
Alt + F4	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to Folder View.
Ctrl + 7	Go to Sign Out.
Ctrl + 8	Go to Journal.
Ctrl + 9	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read.
Ctrl + R	Reply
Ctrl + S	Save current message.
Ctrl + T	Tab
Ctrl + U	Mark the selected message unread.
Ctrl + V	Paste.
Ctrl + X	Cut.
Ctrl + Y	Go to Folder.
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + E	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for follow up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open Ignored tabs.
Ctrl + Shift + L	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outlook.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Switch to the Calendar tab

Shortcut

Action



Shortcut	Action
ctrl + Z	Undo your last action
alt + tab	Switch between applications
alt + print screen	Take a screenshot
ctrl + alt + del	Open Windows Task Manager
ctrl + W	Close a tab, window, or file
F5	Refresh current web page
F12 + I	Open "save as"
alt + F4	Close an open window
shift + F10	Right-click a selected item
ctrl + A	Select all
shift + del	Select file, press to delete
ctrl + C	Copy
ctrl + V	Paste
ctrl + X	Cut (delete and copy)
ctrl + B	Bold text
ctrl + I	Italic text
ctrl + U	Underline text

Switch to the People tab

Shortcut

Action

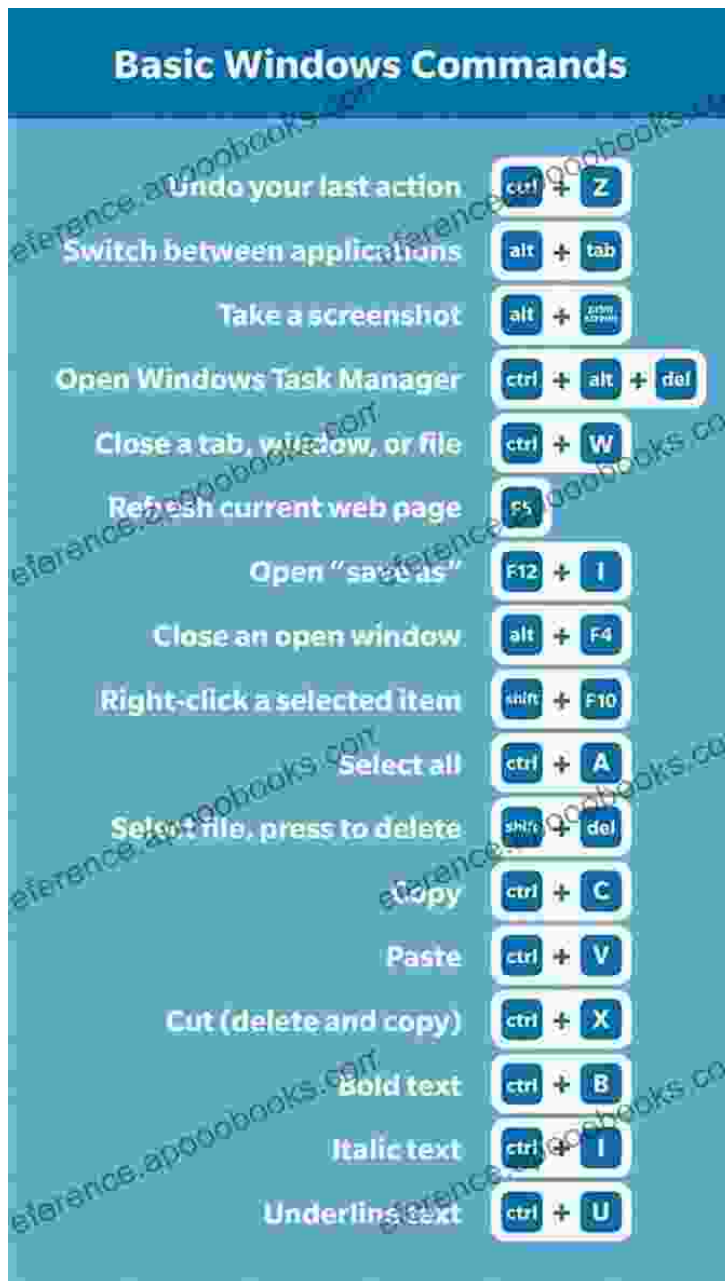
Switch to the Tasks tab

Microsoft Outlook Shortcut Keys	
	
Alt + . (period)	Open the Address Book with the selected item selected.
Alt + A	Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + I	Open the Find tool bar / Open the Insert drop-down menu.
Alt + J	Move to the Subject field.
Alt + K	Check names in To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Alt + M	Reply All
Alt + N	Switch to Monthly calendar view.
Alt + O	Open the Accounts drop-down menu.
Alt + P	Open the Format drop-down menu.
Alt + Q	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward on Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button selected.
F1	Open Outlook help.
F2	Activate the Find toolbar.
F4	Open the Find window.
F7	Spellcheck.
F9	Send and receive all
F10	Select File from the Outlook toolbar button.
F11	Activate the "find a contact" dialog box.
F12	Save As.
Alt + F4	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to Folder View.
Ctrl + 7	Go to Signatures.
Ctrl + 8	Go to Journal.
Ctrl + 9	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.).
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open.
Ctrl + P	Print.
Ctrl + Q	Mark the selected message Read.
Ctrl + R	Reply
Ctrl + S	Save current message.
Ctrl + T	Tab.
Ctrl + U	Mark the selected message unread.
Ctrl + V	Paste.
Ctrl + X	Cut.
Ctrl + Y	Go to Folder.
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + E	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for follow up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open Ignored Task.
Ctrl + Shift + L	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outlook.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Shortcut

Action

Switch to the Notes tab



Shortcut	Action
ctrl + Z	Undo your last action
alt + tab	Switch between applications
alt + print screen	Take a screenshot
ctrl + alt + del	Open Windows Task Manager
ctrl + W	Close a tab, window, or file
F5	Refresh current web page
F12 + I	Open "save as"
alt + F4	Close an open window
shift + F10	Right-click a selected item
ctrl + A	Select all
shift + del	Select file, press to delete
ctrl + C	Copy
ctrl + V	Paste
ctrl + X	Cut (delete and copy)
ctrl + B	Bold text
ctrl + I	Italic text
ctrl + U	Underline text

Shortcut

Action

Microsoft Outlook Shortcut Keys	
Alt + .	(period) Open the Address Book with the first item selected. Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + J	Open the Find tool bar / Open the Insert drop-down menu.
Alt + J	Move to the Subject field.
Alt + R	Check names in To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Alt + M	Reply All Switch to Monthly calendar view.
Alt + H	Open the Accounts drop-down menu.
Alt + O	Open the Format drop-down menu / Switch to Today calendar view.
Alt + Z	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward on Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button defined.
F1	Open Outlook help.
Ctrl + F	Activate the Find toolbar.
F4	Open the Find window.
F7	Spellcheck.
F9	Send and receive all
F10	Select File from the Outlook toolbar button.
F11	Activate the "find a contact" dialog box.
F12	Save As.
Alt + F4	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to Folder View.
Ctrl + 7	Go to Signatures.
Ctrl + 8	Go to Journal.
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.).
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read.
Ctrl + R	Reply
Ctrl + S	Save current message.
Ctrl + T	Tab
Ctrl + U	Mark the selected message Unread.
Ctrl + V	Paste.
Ctrl + X	Cut.
Ctrl + Y	Go to Folder.
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + E	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for follow up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open Ignored tabs.
Ctrl + Shift + L	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outlook.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Focus on the search bar

Chapter 2: Mastering Email Management

Compose, send, and manage your emails like a pro with these shortcuts:

Shortcut

Action

Create a new email message

Microsoft Outlook Shortcut Keys	
Alt + .	Open the Address Book with the selected item
Alt + B	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find toolbar / Open the Item drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + M	Reply All Switch to Monthly calendar view
Alt + N	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu / Switch to Today calendar view
Alt + P	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward an Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button (if field)
Alt	Open Outlook Help
F4	Activate the Find toolbar
F7	Open the Find window
F8	Spellcheck
F9	Send and receive all
F10	Select File from the Outlook toolbar button
F11	Activate the "Find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Today view
Ctrl + 7	Go to Search
Ctrl + 8	Go to Journal
Ctrl + 9	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Work the selected message Road
Ctrl + R	Reply
Ctrl + S	Save a Draft Message
Ctrl + T	Tab
Ctrl + U	Uncheck the selected message (unread)
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for Follow Up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new task
Ctrl + Shift + L	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outbox
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Shortcut

Action

Reply to an email

Microsoft Outlook Shortcut Keys	
	
Alt + .	Open the Address Book with the selected item
Alt + >	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find tool bar / Open the Item drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + L	Reply All
Alt + M	Switch to Monthly calendar view
Alt + N	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu / Switch to Today calendar view
Alt + P	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward an Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button (if used)
Ctrl	Open Outlook help
Ctrl + F	Activate the Find toolbar
Ctrl + F4	Open the Find window
Ctrl + F7	Spellcheck
Ctrl + F9	Send and receive all
Ctrl + F10	Select file from the Outlook toolbar button
Ctrl + F11	Activate the "Find a contact" dialog box
Ctrl + F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder
Ctrl + 7	Go to Signatures
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a Draft Message
Ctrl + T	Tab
Ctrl + U	Unlink the selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + S	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for Follow Up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new Task
Ctrl + Shift + I	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outbox
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Shortcut

Action

Reply to all recipients of an email

Microsoft Outlook Shortcut Keys	
Alt + .	(period) Open the Address Book with the selected item
Alt + /	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find tool bar / Open the Item drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + M	Reply All Switch to Monthly calendar view
Alt + N	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu / Switch to Today calendar view
Alt + P	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward an Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button (if used)
Alt	Open Outlook help
F4	Activate the Find toolbar Open the Find window
F7	Spellcheck
F9	Send and receive all
F10	Select File from the Outlook toolbar button
F11	Activate the "Find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Signatures
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a Draft Message
Ctrl + T	Tab
Ctrl + U	Unlink the selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + S	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for Follow Up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new Task
Ctrl + Shift + I	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outbox
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Shortcut

Action

Forward an email

Microsoft Outlook Shortcut Keys	
Alt + .	(period) Open the Address Book with the selected item.
Alt + /	Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + I	Open the Find tool bar / Open the Item drop-down menu.
Alt + J	Move to the Subject field.
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field).
Alt + M	Reply All Switch to Monthly calendar view.
Alt + N	Open the Accounts drop-down menu.
Alt + O	Open the Format drop-down menu / Switch to Today calendar view.
Alt + P	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward an Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button (if any).
Ctrl	Open Outlook Help.
Ctrl + F	Activate the Find toolbar
Ctrl + H	Open the Find window.
Ctrl + J	Spellcheck.
Ctrl + N	Send and receive all
Ctrl + O	Select File from the Outlook toolbar button.
Ctrl + P	Activate the "Find a contact" dialog box.
Ctrl + Q	Save As.
Ctrl + W	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to Folder View.
Ctrl + 7	Go to Signatures.
Ctrl + 8	Go to Journal.
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.).
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field).
Ctrl + M	Send/Receive all
Ctrl + O	Open.
Ctrl + P	Print.
Ctrl + Q	Work the selected message (read).
Ctrl + R	Reply
Ctrl + S	Save a Draft Message.
Ctrl + T	Tab.
Ctrl + U	Unlink the selected message (unread).
Ctrl + V	Paste.
Ctrl + X	Cut.
Ctrl + Y	Go to Folder.
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + S	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for Follow Up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open a new Task.
Ctrl + Shift + I	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outbox.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Shortcut

Action

Delete an email

Microsoft Outlook Shortcut Keys		makeuseof.com
Alt + >	(period) Open the Address Book with the @ field selected	Ctrl + 1 Go to Mail
Alt + I	Open the Action drop-down menu	Ctrl + 2 Go to Calendar
Alt + B	Open the Address Book with the BCC field selected	Ctrl + 3 Go to Contacts
Alt + C	Select message recipients for CC field	Ctrl + 4 Go to Tasks
Alt + D	Switch to Daily calendar view	Ctrl + 5 Go to Notes
Alt + E	Open the Edit drop-down menu	Ctrl + 6 Go to Folder List
Alt + F	Open the File drop-down menu	Ctrl + 7 Go to Shortcuts
Alt + G	Open the Go drop-down menu	Ctrl + 8 Go to Journal
Alt + H	Open the Help drop-down menu	Ctrl + A Select all
Alt + I	Open the Insert toolbar / Open the Insert drop-down menu	Ctrl + B Bold when editing a rich text message
Alt + J	Move to the Subject field	Ctrl + C Copy
Alt + K	Check names in To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)	Ctrl + D Delete an item (message, task, contact, etc.)
Alt + M	Switch to Monthly calendar view	Ctrl + E Activate the Find drop-down menu / Center Align when editing a rich text message
Alt + N	Open the Accounts drop-down menu	Ctrl + F Forward
Alt + O	Open the Format drop-down menu / Switch to Today calendar view	Ctrl + J Open a new Journal Entry from the selected item (message, task, contact, etc.)
Alt + P	Open the Message Options dialog box	Ctrl + X Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + R	Reply / Switch to Work Week Calendar view	Ctrl + M Send/Receive all
Alt + S	Send	Ctrl + O Open
Alt + T	Open the Tools drop-down menu	Ctrl + P Print
Alt + V	Open the View drop-down menu	Ctrl + Q Mark the selected message Read
Alt + W	Forward on item / Switch to Weekly calendar view	Ctrl + R Reply
Alt + Y	Switch to Daily calendar view	Ctrl + S Save a Draft Message
Alt + Tab	Select the previous message header button or field	Ctrl + T Split the selected message thread
F1	Open Outlook Help	Ctrl + U Paste
F2	Activate the Find toolbar	Ctrl + X Cut
F3	Open the Find window	Ctrl + Y Go to Folder
F4	Spellcheck	Ctrl + Z Undo
F5	Send and receive all	Ctrl + Backspace Delete the previous word
F10	Select File from the Outlook toolbar button	Ctrl + End Move to the end
F11	Activate the "Find a contact" dialog box	Ctrl + Home Move to the beginning
F12	Save As	Ctrl + Shift + A Open a new Appointment
Alt + F4	Close the active window	Ctrl + Shift + B Open the Address Book
		Ctrl + Shift + C Create a new Contact
		Ctrl + Shift + E Open a new folder
		Ctrl + Shift + F Open the Advanced Find window
		Ctrl + Shift + G Flag message for follow up
		Ctrl + Shift + J Open a new Journal Entry
		Ctrl + Shift + K Open a new Task
		Ctrl + Shift + L Open a new Distribution List
		Ctrl + Shift + M Open a new Message
		Ctrl + Shift + N Open a new Note
		Ctrl + Shift + O Switch to the Outlook
		Ctrl + Shift + P Open the New Search Folder window
		Ctrl + Shift + Q Open a new Meeting Request
		Ctrl + Shift + R Reply All
		Ctrl + Shift + S Open a new Discussion
		Ctrl + Shift + U Open a new Task Request
		Ctrl + Shift + V Copy a Folder

Shortcut

Action

Archive an email

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spelling	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outbox		
Shift + Ctrl + P	Open the New Search Folder window	Quick Navigation	
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 1	Switch to Mail view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 2	Switch to Calendar view
Ctrl + Alt + 2	Switch to Work Week calendar view	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 4	Switch to Month calendar 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

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Shortcut

Action

Mark an email as unread

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spelling	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outbox		
Shift + Ctrl + P	Open the New Search Folder window	Quick Navigation	
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 1	Switch to Mail view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 2	Switch to Calendar view
Ctrl + Alt + 2	Switch to Work Week calendar view	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 4	Switch to Month calendar 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

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Shortcut

Action

Flag an email for follow-up

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spelling	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outbox		
Shift + Ctrl + P	Open the New Search Folder window	Quick Navigation	
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 1	Switch to Mail view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 2	Switch to Calendar view
Ctrl + Alt + 2	Switch to Work Week calendar view	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 4	Switch to Month calendar 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

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Shortcut

Action

Set an email to high priority



The image shows a screenshot of a document titled "Microsoft Outlook Shortcut Keys". The document lists various keyboard shortcuts and their corresponding actions in Outlook. The shortcuts are organized into columns, with some grouped by function. The document includes the Outlook logo and the text "Microsoft Outlook".

Shortcut	Action
Alt + I	Open the Address Book with the selected item
Alt + J	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find toolbar / Open the Item drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + M	Reply All
Alt + N	Switch to Monthly calendar view
Alt + O	Open the Accounts drop-down menu / Open the Format drop-down menu / Switch to Today calendar view
Alt + P	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward an Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button (if any)
Ctrl	Open Outlook help
Ctrl + F	Activate the Find toolbar
Ctrl + F	Open the Find window
Ctrl + F	Spellcheck
Ctrl + F	Send and receive all
F10	Select file from the Outlook toolbar button
F11	Activate the "Find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder
Ctrl + 7	Go to Signatures
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a Draft Message
Ctrl + T	Tab
Ctrl + U	Unlink the selected message (if linked)
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + D	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for Follow Up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new Task
Ctrl + Shift + L	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outlook
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + T	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Chapter 3: Scheduling Appointments and Tasks

Manage your time effectively with these shortcuts for scheduling appointments and tasks:

Shortcut

Action

Create a new appointment

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spellcheck	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new Folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outlook		
Shift + Ctrl + P	Open the New Search Folder window	Quick Navigation	
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 1	Switch to Mail view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 2	Switch to Calendar view
Ctrl + Alt + 2	Switch to Work Week calendar view	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 4	Switch to Month calendar 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

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Shortcut


Action

Create a new task

Microsoft Outlook Shortcut Keys	
	
Alt + . (period)	Open the Address Book with the selected item selected.
	Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + I	Open the Find toolbar / Open the Insert drop-down menu.
Alt + J	Move to the Subject field.
Alt + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Alt + M	Reply All
Alt + M	Switch to Monthly calendar view.
Alt + N	Open the Accounts drop-down menu.
Alt + O	Open the Format drop-down menu / Switch to Today calendar view.
Alt + P	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward on Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button defined.
U	Open Outlook help.
Ctrl + F	Activate the Find toolbar.
F4	Open the Find window.
F7	Spellcheck.
F9	Send and receive all
F10	Select File from the Outlook toolbar button.
F11	Activate the "find a contact" dialog box.
F12	Save As.
Alt + F4	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to folder Mail .
Ctrl + 7	Go to Signatures .
Ctrl + 8	Go to Journal .
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.).
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read.
Ctrl + R	Reply
Ctrl + S	Save current message.
Ctrl + T	Tab
Ctrl + U	Mark the selected message unread.
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + S	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for follow up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open (new) task.
Ctrl + Shift + L	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outlook.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Shortcut

Action

Microsoft Outlook Shortcut Keys	
	
Alt + . (period)	Open the Address Book with the selected item selected.
	Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + I	Open the Find toolbar / Open the Insert drop-down menu.
Alt + J	Move to the Subject field.
Alt + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Alt + M	Reply All
Alt + M	Switch to Monthly calendar view.
Alt + N	Open the Accounts drop-down menu.
Alt + O	Open the Format drop-down menu / Switch to Today calendar view.
Alt + P	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward on Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button defined.
U	Open Outlook help.
Ctrl + F	Activate the Find toolbar.
F4	Open the Find window.
F7	Spellcheck.
F9	Send and receive all
F10	Select File from the Outlook toolbar button.
F11	Activate the "find a contact" dialog box.
F12	Save As.
Alt + F4	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to Folder List.
Ctrl + 7	Go to Signatures.
Ctrl + 8	Go to Journal.
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.).
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open.
Ctrl + P	Print.
Ctrl + Q	Mark the selected message Read.
Ctrl + R	Reply
Ctrl + S	Save current message.
Ctrl + T	Tab.
Ctrl + U	Mark the selected message Unread.
Ctrl + V	Paste.
Ctrl + X	Cut.
Ctrl + Y	Go to Folder.
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + E	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for follow up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open Quick Task.
Ctrl + Shift + L	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outlook.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Accept an appointment request

Shortcut

Action

Decline an appointment request

The Essential List of Microsoft Outlook Keyboard Shortcuts




General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spellcheck	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new Folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outbox		
Shift + Ctrl + P	Open the New Search Folder window	Quick Navigation	
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 1	Switch to Mail view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 2	Switch to Calendar view
Ctrl + Alt + 2	Switch to Work Week calendar view	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 4	Switch to Month calendar 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

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Shortcut

Action


Delete an appointment

Microsoft Outlook Shortcut Keys	
	
Alt + . (period)	Open the Address Book with the selected item
Alt + /	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find toolbar / Open the Insert drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + M	Reply All
Alt + N	Switch to Monthly calendar view
Alt + O	Open the Accounts drop-down menu
Alt + P	Open the Format drop-down menu / Switch to Today calendar view
Alt + R	Open the Message Options dialog box
Alt + S	Reply / Switch to Work Week Calendar view
Alt + T	Send
Alt + V	Open the Tools drop-down menu
Alt + W	Open the View drop-down menu
Alt + X	Forward on Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button defined
Alt	Open Outlook help
Ctrl + F	Activate the Find toolbar
F4	Open the Find window
F7	Spellcheck
F9	Send and receive all
F10	Select File from the Outlook toolbar button
F11	Activate the "find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Signatures
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save current message
Ctrl + T	Tab
Ctrl + U	Mark the selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for follow up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open (new) Task
Ctrl + Shift + L	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outlook
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Shortcut

Action

Delete a task

Microsoft Outlook Shortcut Keys	
	
Alt + . (period)	Open the Address Book with the selected item selected.
	Open the Action drop-down menu.
Alt + B	Open the Address Book with the BCC field selected.
Alt + C	Select message recipients for CC field.
Alt + D	Switch to Daily calendar view.
Alt + E	Open the Edit drop-down menu.
Alt + F	Open the File drop-down menu.
Alt + G	Open the Go drop-down menu.
Alt + H	Open the Help drop-down menu.
Alt + I	Open the Find toolbar / Open the Insert drop-down menu.
Alt + J	Move to the Subject field.
Alt + K	Check names in the To, CC, or BCC field against the Address Book. (Cursor must be in the corresponding message header field).
Alt + M	Reply All
Alt + M	Switch to Monthly calendar view.
Alt + N	Open the Accounts drop-down menu.
Alt + O	Open the Format drop-down menu / Switch to Today calendar view.
Alt + P	Open the Message Options dialog box.
Alt + R	Reply / Switch to Work Week Calendar view.
Alt + S	Send
Alt + T	Open the Tools drop-down menu.
Alt + V	Open the View drop-down menu.
Alt + W	Forward on Item / Switch to Weekly calendar view.
Alt + Y	Switch to Daily calendar view.
Shift + Tab	Select the previous message header button defined.
U	Open Outlook help.
Ctrl + F	Activate the Find toolbar.
F4	Open the Find window.
F7	Spellcheck.
F9	Send and receive all
F10	Select File from the Outlook toolbar button.
F11	Activate the "find a contact" dialog box.
F12	Save As.
Alt + F4	Close the active window.
Ctrl + 1	Go to Mail.
Ctrl + 2	Go to Calendar.
Ctrl + 3	Go to Contacts.
Ctrl + 4	Go to Tasks.
Ctrl + 5	Go to Notes.
Ctrl + 6	Go to Folder List.
Ctrl + 7	Go to Signatures.
Ctrl + 8	Go to Journal.
Ctrl + 9	Select all
Ctrl + B	Bold when editing a rich text message.
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu / Center Align when editing a rich text message.
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.).
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book. (Cursor must be in the corresponding message header field).
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read.
Ctrl + R	Reply
Ctrl + S	Save current message.
Ctrl + T	Tab
Ctrl + U	Mark the selected message Unread.
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word.
Ctrl + End	Move to the end.
Ctrl + Home	Move to the beginning.
Ctrl + Shift + A	Open a new Appointment.
Ctrl + Shift + B	Open the Address Book.
Ctrl + Shift + C	Create a new Contact.
Ctrl + Shift + S	Open a new folder.
Ctrl + Shift + F	Open the Advanced Find window.
Ctrl + Shift + G	Flag message for follow up.
Ctrl + Shift + J	Open a new Journal Entry.
Ctrl + Shift + K	Open a new Task.
Ctrl + Shift + L	Open a new Distribution List.
Ctrl + Shift + M	Open a new Message.
Ctrl + Shift + N	Open a new Note.
Ctrl + Shift + O	Switch to the Outlook.
Ctrl + Shift + P	Open the New Search Folder window.
Ctrl + Shift + Q	Open a new Meeting Request.
Ctrl + Shift + R	Reply All.
Ctrl + Shift + S	Open a new Discussion.
Ctrl + Shift + U	Open a new Task Request.
Ctrl + Shift + V	Copy a Folder.

Chapter 4: Advanced Features for Power Users

Unlock the full potential of Outlook 2024 with these advanced shortcuts:

Shortcut

Action

To do this	Press
Close	Alt+F, then X
Go to Home tab	Alt+H
New mail message	Ctrl+N
Send	Alt+S
Insert file in a message	Alt+H, then AF
Zoom	Ctrl+Plus(+), Ctrl+Minus(-)
Delete selected item	Ctrl+D
Go to Search box	F3 or Ctrl+E
Reply	Ctrl+R
Forward	Ctrl+F
Reply All	Ctrl+Shift+R
Start Send/Receive for folders and groups	F9
Go to Calendar	Ctrl+2
Create appointment	Alt+H, then N1
Move to folder	Alt+H, then MV, Use Down Arrow to select folder.
Attachment Save As	From the message that contains the attachment, press Alt+IA, then AA.

Access Quick Steps to perform common tasks

The Essential List of Microsoft Outlook Keyboard Shortcuts



General Shortcuts		Message Shortcuts	
F1	Help	Shift + Ctrl + R	Reply All
F3	Find a contact or other item	Ctrl + A	Select All
F4	Find or replace	Ctrl + B	Bold
F7	Spelling	Ctrl + C	Copy selected text
F9	Check for new messages	Ctrl + F	Forward message
F11	Find a contact	Ctrl + H	Find and replace text
F12	Save As (only in Mail view)	Ctrl + K	Check names against Address Book
Delete	Delete selected item (message, task, or meeting)	Ctrl + O	Open
Shift + Ctrl + A	Create a new Appointment	Ctrl + P	Print
Shift + Ctrl + B	Open the Address Book	Ctrl + Q	Mark selected message read
Shift + Ctrl + C	Create a new Contact	Ctrl + R	Reply
Shift + Ctrl + E	Create a new folder	Ctrl + S	Save message as draft
Shift + Ctrl + F	Open the Advanced Find window	Ctrl + U	Mark selected message unread
Shift + Ctrl + H	Create a new Office document	Ctrl + V	Paste copied text
Shift + Ctrl + I	Switch to Inbox	Ctrl + X	Cut selected text
Shift + Ctrl + J	Create a new Journal Entry	Ctrl + Y	Go to folder
Shift + Ctrl + K	Create a new Task	Ctrl + Z	Undo
Shift + Ctrl + L	Create a new Contact Group	Ctrl + Alt + J	Mark message as Not Junk
Shift + Ctrl + M	Create a new Message	Ctrl + Alt + M	Mark message for download
Shift + Ctrl + N	Create a new Note	Alt + S	Send message
Shift + Ctrl + O	Switch to the Outlook	Quick Navigation	
Shift + Ctrl + P	Open the New Search Folder window	Ctrl + 1	Switch to Mail view
Shift + Ctrl + Q	Create a new Meeting Request	Ctrl + 2	Switch to Calendar view
Shift + Ctrl + U	Create a new Task Request	Ctrl + 3	Switch to Contacts view
Ctrl + Alt + 2	Switch to Workweek calendar view	Ctrl + 4	Switch to Tasks view
Ctrl + Alt + 3	Switch to Full Week calendar view	Ctrl + 5	Switch to Notes
Ctrl + Alt + 4	Switch to Month calendar view	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

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Delegate tasks to others

Shortcut

Action

Microsoft Outlook Shortcut Keys	
Alt + .	Open the Address Book with the field selected
Alt + /	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find tool bar / Open the front drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + R	Reply All
Alt + W	Switch to Monthly calendar view
Alt + H	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu / Switch to Today calendar view
Alt + Z	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward on Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button on the list
Alt	Open Outlook help
F4	Activate the Find toolbar
F7	Open the Find window
F8	Spellcheck
F9	Send and receive all
F10	Select file from the Outlook toolbar button
F11	Activate the "find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Signatures
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the find drop-down menu / Center Align when editing a rich text message
Ctrl + F	forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a rich text message
Ctrl + T	Tab
Ctrl + U	Mark the selected message unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message as "follow up"
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new task
Ctrl + Shift + L	Open a new Distribution list
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outlook
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Print an email or appointment

Shortcut

Action

Schedule an email to be sent later



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 Outlook
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 Work Week calendar view
Ctrl + Alt + 4	Switch to Month calendar view

Message Shortcuts

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 + G	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

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Shortcut

Action

Block an email sender

Microsoft Outlook Shortcut Keys		makeuseof.com
Alt + >	(period) Open the Address Book with the (C) field selected	Ctrl + I Go to Mail
Alt + A	Open the Action drop-down menu	Ctrl + Z Go to Calendar
Alt + B	Open the Address Book with the BCC field selected	Ctrl + C Go to Contacts
Alt + C	Select message recipients for CC field	Ctrl + E Go to Tasks
Alt + D	Switch to Daily calendar view	Ctrl + F Go to Notes
Alt + E	Open the Edit drop-down menu	Ctrl + G Go to Folder List
Alt + F	Open the File drop-down menu	Ctrl + H Go to Shortcuts
Alt + G	Open the Go drop-down menu	Ctrl + J Go to Journal
Alt + H	Open the Help drop-down menu	Ctrl + K Select all
Alt + J	Open the Find tool bar / Open the Insert drop-down menu	Ctrl + L Bold when editing a rich text message
Alt + J	Move to the Subject field	Ctrl + C Copy
Alt + K	Check names in (C), (T), (C), or (B) field against the Address Book (cursor must be in the corresponding message header field)	Ctrl + D Delete an item (message, task, contact, etc.)
Alt + M	Reply All	Ctrl + E Activate the Find drop-down menu / Center Align when editing a rich text message
Alt + N	Switch to Monthly calendar view	Ctrl + F Forward
Alt + O	Open the Accounts drop-down menu / Switch to Today calendar view	Ctrl + J Open a new Journal Entry from the selected item (message, task, contact, etc.)
Alt + P	Open the Message Options dialog box	Ctrl + X Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + R	Reply / Switch to Work Week Calendar view	Ctrl + M Send/Receive all
Alt + S	Send	Ctrl + O Open
Alt + T	Open the Tools drop-down menu	Ctrl + P Print
Alt + V	Open the View drop-down menu	Ctrl + Q Mark the selected message Read
Alt + W	Forward an item / Switch to Weekly calendar view	Ctrl + R Reply
Alt + Y	Switch to Daily calendar view	Ctrl + S Save a Draft message
Shift + Tab	Select the previous message header button or field	Ctrl + T Unlink the selected message thread
H	Open Outlook Help	Ctrl + U Paste
F4	Activate the Find tool bar	Ctrl + X Cut
F7	Open the Find window	Ctrl + Y Go to Folder
F8	Spellcheck	Ctrl + Z Undo
F10	Send and receive all	Ctrl + Backspace Delete the previous word
F11	Select File from the Outlook toolbar button	Ctrl + End Move to the end
F12	Activate the "find a contact" dialog box	Ctrl + Home Move to the beginning
Alt + F4	Save As	Ctrl + Shift + A Open a new Appointment
	Close the active window	Ctrl + Shift + B Open the Address Book
		Ctrl + Shift + C Create a new Contact
		Ctrl + Shift + E Open a new folder
		Ctrl + Shift + F Open the Advanced Find window
		Ctrl + Shift + G Flag message for follow up
		Ctrl + Shift + J Open a new Journal Entry
		Ctrl + Shift + K Open a new task
		Ctrl + Shift + L Open a new Distribution List
		Ctrl + Shift + M Open a new Message
		Ctrl + Shift + N Open a new Note
		Ctrl + Shift + O Switch to the Outlook window
		Ctrl + Shift + P Open the New Search Folder window
		Ctrl + Shift + Q Open a new Meeting Request
		Ctrl + Shift + R Reply All
		Ctrl + Shift + S Open a new Discussion
		Ctrl + Shift + U Open a new Task Request
		Ctrl + Shift + Y Copy a Folder

Shortcut

Action

Microsoft Outlook Shortcut Keys	
Alt + .	Open the Address Book with the field selected
Alt + /	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find tool bar / Open the front drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book. (cursor must be in the corresponding message header field)
Alt + R	Reply All
Alt + W	Switch to Monthly calendar view
Alt + H	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu / Switch to Today calendar view
Alt + Z	Open the Message Options dialog box
Alt + R	Reply / Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward on Item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button on field
Ctrl	Open Outlook help
Ctrl + F	Activate the Find toolbar
F4	Open the Find window
F7	Spellcheck
F9	Send and receive all
F10	Select file from the Outlook toolbar button
F11	Activate the "find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Signatures
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an Item (message, task, contact, etc.)
Ctrl + E	Activate the find drop-down menu / Center Align when editing a rich text message
Ctrl + F	forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a rich text message
Ctrl + T	Task
Ctrl + U	Unmark the selected message unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message as follow up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new task
Ctrl + Shift + L	Open a new Distribution list
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outbox
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Open the Contacts folder

Shortcut

Action

Shortcut	Action
Alt + .	Open the Address Book with the field selected
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find tool bar / Open the Find drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + M	Send/Receive all
Alt + N	Open
Alt + O	Print
Alt + Q	Mark the selected message Read
Alt + R	Reply
Alt + S	Save a draft message
Alt + T	Mark the selected message Unread
Alt + V	Paste
Alt + X	Cut
Alt + Y	Go to Folder
Alt + Z	Undo
Alt + W	Forward an item / Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Shift + Tab	Select the previous message header button on the ribbon
Alt + F4	Close Outlook help
F4	Activate the Find toolbar
F7	Open the Find window
F8	Spellcheck
F9	Send and receive all
F10	Select file from the Outlook toolbar button
F11	Activate the "Find a contact" dialog box
F12	Save As
Alt + F4	Close the active window
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Reading Pane
Ctrl + 7	Go to Start
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the find drop-down menu / Center Align when editing a rich text message
Ctrl + F	forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a draft message
Ctrl + T	Mark the selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message as follow up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new task
Ctrl + Shift + L	Open a new Distribution list
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outlook window
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + V	Copy a Folder

Open the Calendar folder

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- Optimize your scheduling and time management

- Elevate your productivity to unprecedented levels
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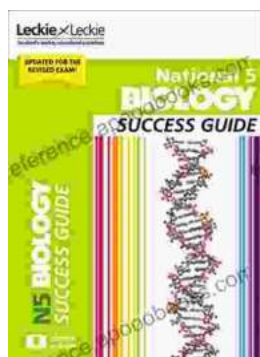


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by A. L. Burgos

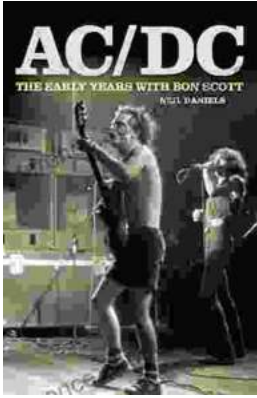
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Language : English
 File size : 17758 KB
 Text-to-Speech : Enabled
 Enhanced typesetting : Enabled
 Print length : 580 pages
 Lending : Enabled
 Screen Reader : Supported



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