

## Useful Keyboard Shortcuts for Outlook:

---

### Email

#### TO DO THIS

#### PRESS

---

- |   |              |
|---|--------------|
| 1. Create a new message (when in Mail)          | CTRL+N       |
| 2. Create a new message (from any Outlook view) | CTRL+SHIFT+M |
| 3. Send   | ALT+S        |
| 4. Open a received message                      | CTRL+O       |
| 5. Reply to a message                           | CTRL+R       |
| 6. Reply ALL to a message                       | CTRL+SHIFT+R |
| 7. Forward a message                            | CTRL+F       |
| 8. Mark as Unread                               | CTRL+U       |
| 9. Mark as read                                 | CTRL+Q       |
| 10. Print                                       | CTRL+P       |
| 11. Open the Address book                       | CTRL+SHIFT+B |
- 

### Basic Navigation

#### TO DO THIS

#### PRESS

---

- |   |              |
|---|--------------|
| 1. Switch to Mail                                 | CTRL+1       |
| 2. Switch to Calendar                             | CTRL+ 2      |
| 3. Switch to Contacts                             | CTRL+3       |
| 4. Switch to next message (with message open)     | CTRL+PERIOD  |
| 5. Switch to previous message (with message open) | CTRL+COMMA   |
| 6. Close a window                                 | ESC          |
| 7. Go to the Search box                           | F3 or CTRL+E |
- 

### Create an item or file

#### TO DO THIS

#### PRESS

---

- |                          |               |
|--------------------------|---------------|
| 1. Create an appointment | CTRL+SHIFT+A  |
| 2. Create a contact      | CTRL+ SHIFT+C |
| 3. Create a folder       | CTRL+SHIFT+E  |

---

## ALL Items

### TO DO THIS

### PRESS

- 
- |                       |              |
|-----------------------|--------------|
| 1. Save               | CTRL+S       |
| 2. Save As            | F12          |
| 3. Delete an item     | CTRL+D       |
| 4. Print              | CTRL+P       |
| 5. Flag for follow-up | CTRL+SHIFT+G |
- 

## Calendar

### TO DO THIS

### PRESS

- 
- |   |                  |
|---|------------------|
| 1. Create a new appointment (when in Calendar)        | CTRL+N           |
| 2. Create a new appointment (in any Outlook view)     | CTRL+SHIFT+A     |
| 3. Create a new meeting request (in any Outlook view) | CTRL+SHIFT+Q     |
| 4. Forward an appointment or meeting                  | CTRL+F           |
| 5. Reply to a meeting request with a message          | CTRL+R           |
| 6. Reply All to a meeting request with a message      | CTRL+SHIFT+R     |
| 7. Go to a date                                       | CTRL+G           |
| 8. Switch to Month view                               | Alt +            |
| 9. Switch to Full week view                           | Alt + Minus sign |
| 10. Switch to Work week view                          | CTRL+ALT+2       |
| 11. Setup recurrence for an appointment or task       | CTRL+G           |
- 

## Contacts

### TO DO THIS

### PRESS

- 
- |  |              |
|--|--------------|
| 1. Enter a name in the <b>Search Address Books</b> box | F11          |
| 2. Create a new message addressed to selected contact  | CTRL+F       |
| 3. Create a new contact (when in Contacts)             | CTRL+N       |
| 4. Create a new contact (from any Outlook view)        | CTRL+SHIFT+C |
| 5. Close a contact                                     | ESC          |