


Microsoft Outlook Shortcut Keys

Navigation	
Go to Inbox	Ctrl+Shift+1
Go to Outbox	Ctrl+Shift+0
Go to last active mail folder	Ctrl+1
Go to Calendar	Ctrl+2
Go to Contact	Ctrl+3
Go to the Task List	Ctrl+4
Go to Notes	Ctrl+5
Go to the Folder List in the Navigation Pane	Ctrl+6
Go to Shortcuts in the Navigation Pane	Ctrl+7
Open the Address Book	Ctrl+Shift+B
Minimize / hide / redisplay the Navigation Pane	Alt+F1
Move forward through fields such as To, Subject, etc.	Tab
Move backwards through fields such as To, Subject, etc.	Shift+Tab
Go to next message (in reading pane or open message)	Ctrl+. or Alt+↓ or Alt+Page Down
Go to previous message (in reading pane or open message)	Ctrl+, or Alt+↑ or Alt+Page Up
Page down through text (in reading pane)	Spacebar
Page up through text (in reading pane)	Shift+Spacebar
Step backward through previous views in main Outlook window	Alt+← or Alt+B
Step forward through previous views in main Outlook window	Alt+→
Email	
Check names	Ctrl+K
Open a message	Ctrl+O
Reply to a message	Ctrl+R
Reply All to a message	Ctrl+Shift+R or Alt+I
Send a message	Ctrl+Enter or Alt+S
Forward a message	Ctrl+F
Check for new messages	F9 or Ctrl+M
Mark selected message(s) as read	Ctrl+Q
Mark selected message(s) as unread	Ctrl+U
Contacts	
Create new message addressed to selected contact	Ctrl+F
Go to first contact that starts with a letter in non-grouped views	Shift+letter
Create a new distribution list	Ctrl+Shift+L
Update distribution list members	F5
Go to the website of a selected contact (if one is included)	Ctrl+Shift+X
Calendar	
Create a new meeting request	Ctrl+Shift+Q
Forward an appointment or meeting	Ctrl+F
Reply to a meeting request with a message	Ctrl+R
Reply to All to a meeting request with a message	Ctrl+Shift+R
Display 10 days	Alt+0
Display 1 or 2 or 3 or 4 or 5 or 6 or 7 or 8 or 9 days	Alt+number (Alt+1 or Alt+2 etc.)
Open Go to Date dialog box	Ctrl+G
Go to Month view	Alt+= or Ctrl+Alt+4
Go to the next or previous day	Ctrl+→ or Ctrl+←
Go to the next or previous week	Alt+↓ or Alt+↑
Go to the next or previous month	Alt+Page Down or Alt+Page Up
Go to the beginning or end of week	Alt+Home or Alt+End
Go to previous or next appointment	Ctrl+, or Ctrl+.
Open recurrence dialog box for an opened appointment	Ctrl+G

Tasks	
Show or hide the To-Do Bar	Alt+F2
Accept a task request	Alt+C
Decline a task request	Alt+D
Forward task as an attachment	Ctrl+F
Switch between Navigation Pane, Tasks list and To-Do Bar	Shift+Tab
All Outlook Items	
Select all items	Ctrl+A
Select a block of consecutive items	Select first item, Shift, select last
Select non-consecutive items	Select first item, Ctrl, select others
Add a Quick Click flag	Ctrl+O / Ctrl+W
Open the Flag for Follow-up dialog box	Ctrl+Shift+G
Create a new item relevant to active folder (email, contacts, etc.)	Ctrl+N
Open the Print dialog box	Ctrl+P
Close opened item or dialog box	Escape
Display relevant shortcut menu	Menu Key 
Save	Ctrl+S
Save and close	Alt+S
Delete	Ctrl+D