

50 time-saving Outlook keyboard shortcuts



General



Create a folder	Ctrl + Shift + E
Create a note	Ctrl + Shift + N
Open address book	Ctrl + Shift + B
Go to search box	F3 or Ctrl + E
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
Print	Ctrl + P
Delete selected item	Ctrl + D
Find and replace within an open item	Ctrl + H
Use advanced find	Ctrl + Shift + F

Mail



Open a received message	Ctrl + O
Create a message when in mail	Ctrl + N
Create a message from any Outlook view	Ctrl + Shift + M
Add a flag to an unopened message	Insert
Reply	Ctrl + R

Reply all	Ctrl + Shift + R
Forward	Ctrl + F
Insert a file	Alt + H then AF
Send	Alt + S or Ctrl + ↵
Find or replace	F4

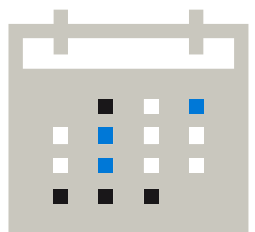
Format text



Cut	Ctrl + X or Shift + Delete
Copy	Ctrl + C or Ctrl + Insert
Paste	Ctrl + V or Shift + Insert
Undo	Ctrl + Z or Alt + Backspace
Bold	Ctrl + B
Italic	Ctrl + I

Underline	Ctrl + U
Add bullets	Ctrl + Shift + L
Clear formatting	Ctrl + Shift + Z or Ctrl + Spacebar
Display format menu	Alt + O
Insert a hyperlink	Ctrl + K

Calendar



Create an appointment or meeting request	Ctrl + Shift + A or Ctrl + Shift + Q
Create an appointment in any Outlook view	Ctrl + Shift + A
Set up recurrence for an open appointment or meeting	Ctrl + G
Go to a date	Ctrl + G

Forward an appointment or meeting	Ctrl + F
Reply to a meeting request with a message	Ctrl + R
Reply all to a meeting request with a message	Ctrl + Shift + R
Switch to full week view	Alt + - or Ctrl + Alt + 3
Switch to month view	Alt + = or Ctrl + Alt + 4

Contacts



Create a contact when in contacts	Ctrl + N
Create a contact in any Outlook view	Ctrl + Shift + C
Find a contact	F11
Create a message with selected contact as subject	Ctrl + F

Open a contact form for the selected contact	Ctrl + O
Create a contact group	Ctrl + Shift + L
Update a list of contact group members	F5