



OUTLOOK

KEYBOARD SHORTCUTS

WEB

MAIL



Open selected message in new window	Shift + Enter
Create a new outlook item	Ctrl + N
Reply to a new message	Ctrl + R
Reply to all message	Ctrl + Shift + R
Forward a message	Ctrl + Shift + F
Delete Message	Delete

Send Mail	Alt + S
Close a new message	Esc
Mark the message as read	Ctrl + Q
Mark the message as unread	Ctrl + U
Refresh	Ctrl + R
Archive the message	E

FORMAT TEXT



Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Insert a hyperlink	Ctrl + K

CALENDAR



Create a new calendar Item	N
Delete the selected item	Delete
Go to the Calendar	Ctrl + Shift + 2
Go to next time period	Shift + >
Go to previous time period	Ctrl + <
Move to a different region on the calendar	Ctrl + F6
Move to the next event or area in current view	Tab
Move to a previous event or area in the current view	Shift + Tab

Save an appointment	Ctrl + S
Send a meeting	Ctrl + Enter or Alt + S
Switch to Day View	Shift + Alt + 1
Switch to Week View	Shift + Alt + 3
Switch to Month View	Shift + Alt + 4
Switch to Work Week View	Shift + Alt + 2