



# OUTLOOK

## KEYBOARD SHORTCUTS



### GENERAL



Go to the home tab	Ctrl + Shift + E
Close a window or a menu	Esc
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

New tasks	Shift + Ctrl + K
Switch to notes	Ctrl + 5
Print	Ctrl + P
Delete an item	Delete
Find and replace within an open item	Ctrl + H
Search for an item	Ctrl + E or F3

### 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 to a message	Alt + H then RP

Reply all	Ctrl + Shift + R
Forward a message	Alt + H then FW
Insert a file	Alt + N then AF
Send a message	Alt + S
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