



OUTLOOK

KEYBOARD SHORTCUTS



GENERAL



Create a folder	Shift + ⌘ + N
Print an item	⌘ + P
Save an item	⌘ + S
Go to search box	⌘ + F
Switch to mail	⌘ + 1
Switch to calendar	⌘ + 2
Switch to contacts	⌘ + 3

Switch to tasks	⌘ + 4
Switch to notes	⌘ + 5
Print	⌘ + P
Delete selected item	⌘ + D
Find and replace within an open item	⌘ + H
Search for an item	⌘ + F

MAIL



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

Reply all	⌘ + Shift + R
Forward	⌘ + J
Insert a file	⌘ + E
Send the open message	⌘ + Return
Find or replace	F4

FORMAT TEXT



Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Undo	⌘ + Z
Bold	⌘ + B
Italic	⌘ + I

Underline	⌘ + U
Add bullets	Option + 8
Clear formatting	Apple + Shift + T
Display format menu	Alt + O
Insert a hyperlink	⌘ + K

CALENDAR



Open the Calendar View	⌘ + 2
Create an appointment in any Outlook view	⌘ + N
Set up recurrence for an open appointment or meeting	⌘ + G
Go to a date	⌘ + T

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

CONTACTS



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

Open a contact form for the selected contact	⌘ + O
Create a contact group	⌘ + Shift + L
Remove contact	Delete