Outlook Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

The Keyboard Coach
thekeyboardcoach.co.uk

Compose

Ctrl + N	Create a new message or calendar event
Ctrl + Enter	Send an email message
Ctrl + K	Insert a hyperlink while composing
Ctrl + S	Save the item being composed
Ctrl + Shift + A	Create a new appointment (classic Outlook)
Ctrl + Shift + C	Create a new contact (classic Outlook)
Ctrl + Shift + K	Create a new task (classic Outlook)
Ctrl + Shift + N	Create a new note (classic Outlook)
Alt + S	Send the message being composed (classic Outlook)

Mail

Ctrl + R	Reply to the selected email
Ctrl + Shift + R	Reply all to the selected email
Ctrl + F	Forward the selected email
Shift + Enter	Open the selected message in a new window
Delete	Delete the selected message or item
Shift + Delete	Permanently delete the selected message or item
Ctrl + Q	Mark the selected conversation as read
Ctrl + U	Mark the selected conversation as unread
Insert	Flag a message or mark a flagged message complete
Ctrl + Alt + J	Mark the selected message as not junk (classic Outlook)

Basics

Esc	Close a new message or cancel a search
Ctrl + P	Print the selected item
?	Open the keyboard shortcuts list (new Outlook)
Ctrl + Shift + E	Create a new folder (classic Outlook)

Navigate

Ctrl + 2	Go to Calendar
Ctrl + 1	Go to Mail
Ctrl + 4	Go to People
Ctrl + Y	Go to the Folder pane (new Outlook; Go to Folder in classic)
Left arrow	Collapse the selected folder section
Right arrow	Expand the selected folder section
Ctrl + >	Go to the next message (new Outlook)
Ctrl + <	Go to the previous message (new Outlook)
Alt + Shift + Y	Go to today in Calendar (new Outlook)
Ctrl + Shift + I	Go to the Inbox (classic Outlook)
Ctrl + Shift + O	Go to the Outbox (classic Outlook)
Tab	Move to the next element in the current view
Ctrl + .	Switch to the next open message (classic Outlook)
Alt + Left arrow *or* Alt + B	Return to the previous view (classic Outlook)

Read

Page Down	Move down one page in the reading pane
Page Up	Move up one page in the reading pane
Spacebar	Page down in the reading pane (classic Outlook)

Format

Ctrl + B	Apply bold formatting while composing
Ctrl + I	Apply italic formatting while composing

Edit

Ctrl + Z	Undo the last action
Ctrl + C	Copy the selected item
Ctrl + V	Paste the copied item
Ctrl + X	Cut the selected item

Select

Ctrl + A	Select all items in the current view

Find

Ctrl + E	Search the current mailbox
Ctrl + Shift + F	Open Advanced Find (classic Outlook)
F3	Move focus to the search box (classic Outlook)