

Keystroke	Function
Alt + . (period)	Open the Address Book with the To field selected
Alt + A	Open the Action drop-down menu
Alt + B	Open the Address Book with the BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + G	Open the Go drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Find tool bar Open the Insert drop-down menu
Alt + J	Move to the Subject field
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + L	Reply All
Alt + M	Switch to Monthly calendar view
Alt + N	Open the Accounts drop-down menu
Alt + O	Open the Format drop-down menu Switch to Today calendar view
Alt + P	Open the Message Options dialog box
Alt + R	Reply Switch to Work Week Calendar view
Alt + S	Send
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Forward an item Switch to Weekly calendar view
Alt + Y	Switch to Daily calendar view
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes

## 80+ Keyboard shortcuts to move faster in Microsoft Outlook

Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Shortcuts
Ctrl + 8	Go to Journal
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an item (message, task, contact, etc.)
Ctrl + E	Activate the Find drop-down menu Center Align when editing a rich text message
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item (message, task, contact, etc.)
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply
Ctrl + S	Save a draft message
Ctrl + T	Tab
Ctrl + U	Mark the selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete the previous word
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open the Advanced Find window
Ctrl + Shift + G	Flag message for follow up
Ctrl + Shift + J	Open a new Journal Entry

Ctrl + Shift + K	Open a new Task
Ctrl + Shift + L	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to the Outbox
Ctrl + Shift + P	Open the New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + Y	Copy a Folder
Shift + Tab	Select the previous message header button or field
F1	Open Outlook Help
F3	Activate the Find toolbar
F4	Open the Find window
F7	Spellcheck
F9	Send and receive all
F10	Select File from the Outlook toolbar button
F11	Activate the "Find a contact" dialog box
F12	Save As
Alt + F4	Close the active window



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