

Another valuable resource from:

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# Microsoft Outlook Keyboard Shortcuts for Outlook 2010, 2007 & 2003

FROM ANY OUTLOOK VIEW	
Action	Shortcut Keys
Create a Message	<b>Ctrl</b> + <b>Shift</b> + <b>M</b>
Create an Appointment	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>
Create a Meeting Request	<b>Ctrl</b> + <b>Shift</b> + <b>Q</b>
Create a Contact	<b>Ctrl</b> + <b>Shift</b> + <b>C</b>
Create a Task	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>
Create a Note	<b>Ctrl</b> + <b>Shift</b> + <b>N</b>
Create a Distribution List	<b>Ctrl</b> + <b>Shift</b> + <b>L</b>
Create a Task	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>
Create a Folder	<b>Ctrl</b> + <b>Shift</b> + <b>E</b>
Display the Address book	<b>Ctrl</b> + <b>Shift</b> + <b>B</b>
Show or Hide the To-Do Bar	<b>Alt</b> + <b>F2</b>
Next Item	<b>Ctrl</b> + <b>&gt;</b>
Previous Item	<b>Ctrl</b> + <b>&lt;</b>

E-MAIL	
Action	Shortcut Keys
Create a New Message (when in Mail)	<b>Ctrl</b> + <b>N</b>
Create a New Message (anywhere in Outlook)	<b>Ctrl</b> + <b>Shift</b> + <b>M</b>
Go to Inbox Folder	<b>Ctrl</b> + <b>Shift</b> + <b>I</b>
Go to Outbox Folder	<b>Ctrl</b> + <b>Shift</b> + <b>O</b>
Save, Close & Send	<b>Alt</b> + <b>S</b>
Reply to a Message	<b>Ctrl</b> + <b>R</b>
Reply to All	<b>Ctrl</b> + <b>Shift</b> + <b>R</b> or <b>Alt</b> + <b>L</b>
Forward a Message	<b>Ctrl</b> + <b>F</b>
Flag for Follow-Up	<b>Ctrl</b> + <b>Shift</b> + <b>G</b>
Insert a Hyperlink	<b>Ctrl</b> + <b>K</b>
Mark as Read	<b>Ctrl</b> + <b>Q</b>
Mark as Unread	<b>Ctrl</b> + <b>U</b>
Go to Next Message	<b>↓</b>
Go to Previous Message	<b>↑</b>
Go to Next Message (with Message open)	<b>Ctrl</b> + <b>Period</b>
Go to Previous Message (with Message open)	<b>Ctrl</b> + <b>Comma</b>
Print	<b>Ctrl</b> + <b>P</b>
Move to Folder	<b>Ctrl</b> + <b>Shift</b> + <b>V</b>
Delete	<b>Ctrl</b> + <b>D</b>
Open Address Book	<b>Ctrl</b> + <b>Shift</b> + <b>B</b>
Find a Contact	<b>F11</b>
Start Send/Receive	<b>F9</b>
Switch between Navigation Pane, Message Pane, Reading Pane, To-Do Bar	<b>F6</b>
Pages Down in Reading Pane	<b>Spacebar</b>
Pages Up in Reading Pane	<b>Shift</b> + <b>Spacebar</b>

TO NAVIGATE TO OUTLOOK VIEWS	
Action	Shortcut Keys
Move to Mail	<b>Ctrl</b> + <b>1</b>
Move to Calendar	<b>Ctrl</b> + <b>2</b>
Move to Contacts	<b>Ctrl</b> + <b>3</b>
Move to Tasks	<b>Ctrl</b> + <b>4</b>
Move to Notes	<b>Ctrl</b> + <b>5</b>
Move to Folder List in Navigation Pane	<b>Ctrl</b> + <b>6</b>
Move to Shortcuts	<b>Ctrl</b> + <b>7</b>
Move to Journal	<b>Ctrl</b> + <b>8</b>
Move to Folder	<b>Ctrl</b> + <b>Y</b>

CALENDAR	
Action	Shortcut Keys
Create a New Appointment (when in Calendar)	<b>Ctrl</b> + <b>N</b>
Create a New Appointment (anywhere in Outlook)	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>
New Meeting Request	<b>Ctrl</b> + <b>Shift</b> + <b>Q</b>
Switch to Day View (1 day)	<b>Ctrl</b> + <b>Alt</b> + <b>1</b>
Switch to Work Week View (5 days)	<b>Ctrl</b> + <b>Alt</b> + <b>2</b>
Switch to Week View (7 days)	<b>Ctrl</b> + <b>Alt</b> + <b>3</b> or <b>Alt</b> + <b>Minus Sign</b>
Switch to Month View (31 days)	<b>Ctrl</b> + <b>Alt</b> + <b>4</b> or <b>Alt</b> + <b>=</b>
Show 1 day in Calendar (from Day view)	<b>Alt</b> + <b>1</b>
Show 2 days in Calendar	<b>Alt</b> + <b>2</b>
Show 3-9 days in Calendar	<b>Alt</b> + <b># of days</b>
Show 10 days in Calendar	<b>Alt</b> + <b>0</b>
Go to Next Day	<b>Ctrl</b> + <b>→</b>
Go to Previous Day	<b>Ctrl</b> + <b>←</b>
Go to Next Week	<b>Alt</b> + <b>↓</b>
Go to Previous Week	<b>Alt</b> + <b>↑</b>
Go to Next Month	<b>Alt</b> + <b>PageDown</b>
Go to Previous Month	<b>Alt</b> + <b>PageUp</b>
Go to Start of the Week	<b>Alt</b> + <b>Home</b>
Go to End of the Week	<b>Alt</b> + <b>End</b>
Go to Next Appointment	<b>Ctrl</b> + <b>Period</b>
Go to Previous Appointment	<b>Ctrl</b> + <b>Comma</b>
Print	<b>Ctrl</b> + <b>P</b>
Move to Folder	<b>Ctrl</b> + <b>Shift</b> + <b>V</b>
Delete	<b>Ctrl</b> + <b>D</b>
Open Address Book	<b>Ctrl</b> + <b>Shift</b> + <b>B</b>
Find a Contact	<b>F11</b>

# Outlook Keyboard Shortcuts

CONTACTS	
Action	Shortcut Keys
Create a New Contact (when in Contacts)	<b>Ctrl</b> + <b>N</b>
Create a New Contact (anywhere in Outlook)	<b>Ctrl</b> + <b>Shift</b> + <b>C</b>
Create a New Message Addressed to Selected Contact	<b>Ctrl</b> + <b>F</b>
Print	<b>Ctrl</b> + <b>P</b>
Move to Folder	<b>Ctrl</b> + <b>Shift</b> + <b>V</b>
Delete	<b>Ctrl</b> + <b>D</b>
Open Address Book	<b>Ctrl</b> + <b>Shift</b> + <b>B</b>
Find a Contact	<b>F11</b>

MISCELLANEOUS	
Action	Shortcut Keys
Help	<b>F1</b>
Copy to Clipboard	<b>Ctrl</b> + <b>C</b>
Paste from Clipboard	<b>Ctrl</b> + <b>V</b>
Check Names	<b>Ctrl</b> + <b>K</b>
Undo Last Action	<b>Ctrl</b> + <b>Z</b>
Select All	<b>Ctrl</b> + <b>A</b>
Cut	<b>Ctrl</b> + <b>X</b>
Delete	<b>Ctrl</b> + <b>D</b>
Check Spelling	<b>F7</b>
Open Save As Dialog Box	<b>F12</b>
Turn on Editing in a Field	<b>F2</b>
Save	<b>Ctrl</b> + <b>S</b>

TASKS	
Action	Shortcut Keys
Create a New Task (when in Tasks)	<b>Ctrl</b> + <b>N</b>
Create a New Task (anywhere in Outlook)	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>
Create a New Task Request	<b>Ctrl</b> + <b>Shift</b> + <b>U</b>
Forward	<b>Ctrl</b> + <b>F</b>
Print	<b>Ctrl</b> + <b>P</b>
Move to Folder	<b>Ctrl</b> + <b>Shift</b> + <b>V</b>
Delete	<b>Ctrl</b> + <b>D</b>
Open Address Book	<b>Ctrl</b> + <b>Shift</b> + <b>B</b>

FORMATTING TEXT	
Action	Shortcut Keys
Bold Selected Text	<b>Ctrl</b> + <b>B</b>
Underline Selected Text	<b>Ctrl</b> + <b>U</b>
Italicize Selected Text	<b>Ctrl</b> + <b>I</b>
Add Bullets	<b>Ctrl</b> + <b>Shift</b> + <b>L</b>
Left Align Text	<b>Ctrl</b> + <b>L</b>
Center Text	<b>Ctrl</b> + <b>E</b>
Right Align Text	<b>Ctrl</b> + <b>R</b>
Increase Indent	<b>Ctrl</b> + <b>T</b>
Decrease Indent	<b>Ctrl</b> + <b>Shift</b> + <b>T</b>
Increase Font Size	<b>Ctrl</b> + <b>]</b>
Decrease Font Size	<b>Ctrl</b> + <b>[</b>
Toggle Capitalization	<b>Shift</b> + <b>F3</b>
Format Letters as Small Capitalization	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>
Remove Character Formatting	<b>Ctrl</b> + <b>Spacebar</b>