

80 Useful Keyboard Shortcuts

For Microsoft Outlook

Does your work involve a lot of e-mail checking and replying? (I know mine does!) I just found this really great resource for Outlook keyboard shortcuts and I thought I would share.

- 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
- 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

Source: <http://www.hongkiat.com/blog/80-keyboard-shortcuts-for-microsoft-outlook/>