

Outlook Specific Shortcut Keys	
CTRL+1www.google.com	Switch to Mail.
CTRL+2	Switch to Calendar.
CTRL+3	Switch to Contacts.
CTRL+4	Switch to Tasks.
CTRL+5	Switch to Notes.
CTRL+6	Switch to Folder List in Navigation Pane.
CTRL+7	Switch to Shortcuts.
CTRL+PERIOD	Switch to next message (with message open).
CTRL+COMMA	Switch to previous message (with message open).
CTRL+SHIFT+TAB or SHIFT+TAB	Move between the Navigation Pane, the main Outlook window, the Reading Pane, and the ToDo Bar.
CTRL+TAB	Move around message header lines in the Navigation Pane or an open message.
Arrow keys	Move around within the Navigation Pane.
ALT+B or ALT+LEFT ARROW	Go back to previous view in main Outlook window.
CTRL+Y	Go to a different folder.
F3 or CTRL+E	Go to the Search box.
ALT+UP ARROW or CTRL+COMMA or ALT+PAGE UP	In the Reading Pane, go to the previous message.
SPACEBAR	In the Reading Pane, page down through text.
SHIFT+SPACEBAR	In the Reading Pane, page up through text.
ALT+RIGHT ARROW	Go forward to next view in main Outlook window.
CTRL+SHIFT+I	Switch to Inbox.
CTRL+SHIFT+O	Switch to Outbox.
CTRL+K	Check names.

ALT+S	Send.
CTRL+R	Reply to a message.
CTRL+SHIFT+R	Reply all to a message.
CTRL+ALT+R	Reply with meeting request.
CTRL+F	Forward a message.
CTRL+ ALT+J	Mark a message as not junk.
CTRL+SHIFT+I	Display blocked external content (in a message).
CTRL+ SHIFT+S	Post to a folder.
CTRL+SHIFT+N	Apply Normal style.
CTRL+M or F9	Check for new messages.
UP ARROW	Go to the previous message.
DOWN ARROW	Go to the next message.
CTRL+N	Create a message (when in Mail).
CTRL+SHIFT+M	Create a message (from any Outlook view).
CTRL+O	Open a received message.
CTRL+SHIFT+D	Delete and Ignore a Conversation.
CTRL+SHIFT+B	Open the Address Book.
INSERT	Add a Quick Flag to an unopened message.
CTRL+SHIFT+G	Display the Flag for Follow Up dialog box.
CTRL+Q	Mark as read.
CTRL+U	Mark as unread.
CTRL+SHIFT+W	Open the Mail Tip in the selected message.
ALT+ENTER	Show the properties for the selected item.
CTRL+SHIFT+U	Create a multimedia message.
CTRL+SHIFT+T	Create a text message.
CTRL+ALT+M	Mark for Download.
CTRL+ALT+U	Clear Mark for Download.
F9	Send and Receive.

CTRL+B (when a Send/Receive is in progress)	Display Send/Receive progress.
CTRL+SHIFT+D	Dial a new call.
F3 or CTRL+E	Find a contact or other item (Search).
F11	Enter a name in the Search Address Books box.
SHIFT+letter	In Table or List view of contacts, go to first contact that starts with a specific letter.
F5	Update a list of distribution list members.
CTRL+Y	Go to a different folder.
CTRL+SHIFT+B	Open the Address Book.
CTRL+SHIFT+F	Use Advanced Find.
CTRL+SHIFT+PERIOD	In an open contact, open the next contact listed.
F11	Find a contact.
ESC	Close a contact.
CTRL+SHIFT+X	Send a fax to the selected contact.
CTRL+N	Create a new appointment (when in Calendar).
CTRL+SHIFT+A	Create a new appointment (in any Outlook view).
CTRL+SHIFT+Q	Create a new meeting request.
CTRL+F	Forward an appointment or meeting.
CTRL+R	Reply to a meeting request with a message.
CTRL+SHIFT+R	Reply All to a meeting request with a message.
ALT+0	Show 10 days in the calendar.
ALT+1	Show 1 day in the calendar.
ALT+2	Show 2 days in the calendar.
ALT+3	Show 3 days in the calendar.
ALT+4	Show 4 days in the calendar.
ALT+5	Show 5 days in the calendar.
ALT+6	Show 6 days in the calendar.
ALT+7	Show 7 days in the calendar.

ALT+8	Show 8 days in the calendar.
ALT+9	Show 9 days in the calendar.
CTRL+G	Go to a date.
ALT+= or CTRL+ALT+4	Switch to Month view.
CTRL+RIGHT ARROW	Go to the next day.
ALT+DOWN ARROW	Go to the next week.
ALT+PAGE DOWN	Go to the next month.
CTRL+LEFT ARROW	Go to the previous day.
ALT+UP ARROW	Go to the previous week.
ALT+PAGE UP	Go to the previous month.
ALT+HOME	Go to the start of the week.
ALT+END	Go to the end of the week.
ALT+MINUS SIGN or CTRL+ALT+3	Switch to Full Week view.
CTRL+A	Select all contacts.
CTRL+F	Create a message with selected contact as subject.
CTRL+J	Create a Journal entry for the selected contact.
CTRL+N	Create a new contact (when in Contacts).
CTRL+SHIFT+C	Create a new contact (from any Outlook view).
CTRL+O	Open a contact form for the selected contact.
CTRL+SHIFT+L	Create a distribution list.
CTRL+P	Print.
CTRL+ALT+2	Switch to Work Week view.
CTRL+COMMA or CTRL+SHIFT+COMMA	Go to previous appointment.
CTRL+PERIOD or CTRL+SHIFT+PERIOD	Go to next appointment.
CTRL+E	Find a message or other item.
ESC	Clear the search results.

CTRL+ALT+A	Expand search to include All Mail Items, All Calendar Items, or All Contact Items, based on module
CTRL+SHIFT+F	Use Advanced Find.
CTRL+SHIFT+P	Create a new Search Folder.
F4	Search for text within an open item.
CTRL+H	Find and replace text, symbols, or some formatting commands.
CTRL+ALT+K	Expand search to include items from the current folder.
CTRL+ALT+Z	Expand search to include subfolders.