

Navigate to the ribbon

Press	Action
Alt+H	Open the Home tab.
Alt+F	Open the File menu.
Alt+S	Open the Send/Receive tab.
Alt+O	Open the Folder tab.
Alt+V	Open the View tab.
Ctrl+E	Open the Search tab.
Alt+Q	Go to the Tell Me search field.

Create an item or file

Press	Action
Ctrl+Shift+A	Create an appointment.
Ctrl+Shift+C	Create a contact.
Ctrl+Shift+L	Create a contact group.
Ctrl+Shift+X	Create a fax.
Ctrl+Shift+E	Create a folder.
Ctrl+Shift+Q	Create a meeting request.
Ctrl+Shift+M	Create a message.
Ctrl+Shift+N	Create a note.
Ctrl+Shift+H	Create an Microsoft Office document.
Ctrl+Shift+S	Post to the selected folder.
Ctrl+T	Post a reply in the selected folder.
Ctrl+Shift+P	Create a Search folder.
Ctrl+Shift+K	Create a task.

Format text

Press	Action
Alt+O	Display the Format Text tab on the ribbon.
Ctrl+Shift+P	Display the Font dialog.
Shift+F3	Switch the case of the first letter in a selected word or line.
Ctrl+Shift+K	Toggle the case of the selected text between small caps and all caps.
Ctrl+B	Apply bold formatting.
Ctrl+Shift+L	Add a bulleted list.
Ctrl+I	Apply italic formatting.
Ctrl+T	Increase indent.
Ctrl+Shift+T	Decrease indent.
Ctrl+E	Center text.
Ctrl+U	Underline text.
Ctrl+Right bracket (]) or Ctrl+Shift+Greater-than sign (>)	Increase the font size.
Ctrl+Left bracket ([) or Ctrl+Shift+Less-than sign (<)	Decrease the font size.
Ctrl+X or Shift+Delete	Cut a selection.
Ctrl+C or Ctrl+Insert	Copy a selection.
Ctrl+V or Shift+Insert	Paste the copied or cut selection.

Ctrl+Shift+Z or Ctrl+Spacebar	Clear the formatting.
Ctrl+Shift+H	Delete the next word.
Ctrl+Shift+J	Justify text (Stretch a paragraph to fit between the margins).
Ctrl+Shift+S	Apply styles.
Ctrl+T	Create a hanging indent.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Left-align a paragraph.
Ctrl+R	Right-align a paragraph.
Ctrl+Shift+T	Reduce a hanging indent.
Ctrl+Q	Remove paragraph formatting.

Use search

Press	Action
Ctrl+E or F3	Go to the Search field to find a message or another item.
Esc	Clear the search results.
Ctrl+Alt+A	Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.
Ctrl+Shift+F	Use Advanced Find.
Ctrl+Shift+P	Create a Search folder.
F4	Search for text within an open item.
Ctrl+H	Find and replace text, symbols, or some formatting commands when in the Reading pane or in an open item.
Ctrl+Alt+K	Expand search to include items from the current folder.
Ctrl+Alt+Z	Expand search to include subfolders.

Print items

Press	Action
Alt+F, P	Open the Print page in the File menu.
Alt+F, P, F, 1	Print an item from an open window.
Alt+S or Alt+U	Open the Page Setup dialog on Print page.
Alt+F, P, I	Select a printer on the Print page.
Alt+F, P, R	Open the Print Options dialog.

Use flags

Press	Action
Ctrl+Shift+G	Open the Flag for Follow Up dialog to assign a flag.
Press	To do this
Alt+D	Delete the selected category from the list in the Color categories dialog.

Mail keyboard shortcuts

Press	Action
Ctrl+Shift+I	Switch to Inbox.
Ctrl+Shift+O	Switch to Outbox.
Ctrl+K	Check names.
Alt+S	Send a message.
Ctrl+R	Reply to a message.
Ctrl+Shift+R	Select the Reply to All option.
Ctrl+Alt+R	Reply with a 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 key	Go to the previous message.
Down arrow key	Go to the next message.
Ctrl+N	Create a message (when in Mail view).
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.
Ctrl+Q	Mark a message as read.
Ctrl+U	Mark a message as unread.
Ctrl+Shift+W	Open the MailTip in the selected message.
F4	Find or replace text.
Shift+F4	Find the next item.
Ctrl+Enter	Send a message.
Ctrl+P	Print an item.
Ctrl+Alt+F	Forward a message as an attachment.
Alt+Enter	Show the properties for the selected item.
Ctrl+Alt+M	Mark an item for download.
Ctrl+Alt+U	Check the Mark for download status.
Ctrl+B (when a Send/Receive is in progress)	Display the Send/Receive progress.
Ctrl+S	Save an item.
F12	Open the Save as dialog.

Use the Folder pane

Press	Action
Up and Down arrow keys	Move around within the Folder pane.
Spacebar or Enter	Move to the Message list from the Folder pane.
Shift+F10, N	Create a new folder.

Right arrow key	Expand a selected group or folder with subfolders.
Left arrow key	Collapse a selected group or folder with subfolders.
Spacebar or Enter	Open a selected item in the Folder pane.
F2	Rename a selected folder in the list of folders.
Shift+F10, D	Delete a selected folder in the list. Default folders, such as Inbox, Outbox, Drafts, and Sent) cannot be deleted.
The first letter of a folder name	Jump to folder by typing first letter of folder name. For example, to go to the Drafts folder, type d. If multiple folders start with same letter, repeat the letter until you reach the folder you want.

Use the message list

Press	Action
Down and Up arrow keys	Move down and up in the message list.
Page down	Go to the item at the bottom of the screen.
Page up	Go to the item at the top of the screen.
Shift+Up arrow key or Shift+Down arrow key	Extend or reduce the selected items by one item.
Ctrl+Up arrow key or Ctrl+Down arrow key	Go to the next or previous item without extending the selection.
Ctrl+Spacebar	Select or cancel selection of the active item.
Right arrow key	Expand groups of messages (for example, Last Week).
Left arrow key	Collapse groups of messages (for example, Last Week).
Shift+Down or Up arrow key	Select multiple adjacent messages.
Ctrl+Up or Down arrow key, and then, to select each message, press Spacebar	Select multiple non-adjacent messages.
Ctrl+Shift+V	Move message to folder.
Shift+F10, U, T (in Narrator, Insert)	Add Follow Up or Quick Flag to message.
Ctrl+Shift+G	Add Custom Flag to message.
Shift+F10, J, then the Up or Down arrow key, and then Enter	Mark message as junk or not junk.
Ctrl+Q	Mark a message as read.
Ctrl+U	Mark a message as unread.
Alt+S, M, T	Mark an item to download.
Alt+S, M, C	Mark an item to download a copy.
Alt+S, U, U	Unmark an item to download.
Alt+S, U, K	Unmark an item to download a copy.

Alt+H+D	Delete a message.
Alt+H, X	Ignore a message.
Alt+H, R, P	Reply to a message.
Alt+H, R, A	Select the Reply All option.
Alt+H, F, W	Forward a message.
Enter	Open a message.
Ctrl+Shift+W	Display a blocked content menu.
Ctrl+Shift+W, P	Download blocked pictures or images.
Alt+Enter	Show email properties.
Ctrl+Shift+S	Post to a folder.
Ctrl+Shift+Y	Copy item to a folder.
Ctrl+P	Print a message.
Ctrl+Alt+S	Set how often Outlook checks for new messages.
Alt+H, J, O	Set the junk mail options.

Frequently used shortcuts

Press	Action
Esc	Close a window or a menu.
Alt+H	Go to the Home tab.
Ctrl+Shift+M	Create a new message.
Alt+S	Send a message.
Alt+N, A, F	Insert a file.
Ctrl+Shift+K	New task
Delete	Delete an item (when a message, task, or meeting is selected).
Ctrl+E or F3	Search for an item.
Alt+H, R, P	Reply to a message.
Alt+H, F, W	Forward a message.
Alt+H, R, A	Select the Reply All option.
Ctrl+C or Ctrl+Insert	Copy an item.
Alt+J, S	Go to the Send/Receive tab.
Ctrl+2	Go to Calendar.
Ctrl+Shift+A	Create an appointment.
Alt+H, M, V, and select a folder from the list	Move an item to a folder.
Alt+J, A, A, V	Open the Save As dialog on the Attachment tab.
Ctrl+M or F9	Check for new messages.

Shortcuts for basic navigation

Press	Action
Ctrl+1	Switch to the Mail view.
Ctrl+2	Switch to the Calendar view.
Ctrl+3	Switch to the Contacts view.
Ctrl+4	Switch to the Tasks view.
Ctrl+5	Switch to the Notes.
Ctrl+6	Switch to the Folder list in the Folder pane.
Ctrl+7	Switch to Shortcuts.

Ctrl+8	Open Journal.
Ctrl+Shift+B	Open the Address Book.
Alt+B or Alt+Left arrow key	Go back to previous view.
Alt+Right arrow key	Go forward to next view.
Ctrl+Period (.)	Switch to next open message.
Ctrl+Comma (,)	Switch to previous open message.
Ctrl+Shift+Tab key or Shift+Tab key	Move between the Folder pane, the main Outlook window, the Reading pane, and the To-Do bar.
Tab key or F6	Move between the Outlook window, the smaller panes in the Folder pane, the Reading pane, and the sections in the To-Do bar.
F6	Move between the ribbon and the calendar.
Alt or F6	Show the access keys in the ribbon.
Ctrl+Tab	Move around message header lines in the Folder pane or an open message.
Ctrl+Tab	Move between the Navigation pane and the calendar.
Arrow keys	Move around within the Folder pane.
Ctrl+Y	Go to a different folder.
F3 or Ctrl+E	Go to the Search box.
Alt+Up arrow key or Ctrl+Comma, or Alt+Page Up	In the Reading pane, go to the previous message.
Spacebar	In the Reading pane, page down through the text.
Shift+Spacebar	In the Reading pane, page up through the text.
Left or Right arrow key, respectively	Collapse or expand a group in the email message list.
Alt+B or Alt+Left arrow key	Go back to previous view in the main Outlook window.
Alt+Right arrow key	Go forward to next view in the main Outlook window.
Ctrl+Shift+W	Select the InfoBar and, if available, show the menu of commands.
Alt+V, B, and then C for Calendar, P for People, T for Tasks, or O for Off	Show the To-Do bar (peek).