

50 time-saving Outlook keyboard shortcuts



Microsoft have just posted this new keyboard shortcut guide to Windows Outlook. We have taken the Powerpoint version available on-line and converted it to this more useful PDF version

General



Create a folder	Ctrl + Shift + E	Switch to tasks	Ctrl + 4
Create a note	Ctrl + Shift + N	Switch to notes	Ctrl + 5
Open address book	Ctrl + Shift + B	Print	Ctrl + P
Go to search box	F3 or Ctrl + E	Delete selected item	Ctrl + D
Switch to mail	Ctrl + 1	Find and replace within an open item	Ctrl + H
Switch to calendar	Ctrl + 2	Use advanced find	Ctrl + Shift + F
Switch to contacts	Ctrl + 3		

Mail



Open a received message	Ctrl + O	Reply all	Ctrl + Shift + R
Create a message when in mail	Ctrl + N	Forward	Ctrl + F
Create a message from any Outlook view	Ctrl + Shift + M	Insert a file	Alt + H then AF
Add a flag to an unopened message	Insert	Send	Alt + S or Ctrl + ↵
Reply	Ctrl + R	Find or replace	F4

Format text



Cut	Ctrl + X or Shift + Delete	Underline	Ctrl + U
Copy	Ctrl + C or Ctrl + Insert	Add bullets	Ctrl + Shift + L
Paste	Ctrl + V or Shift + Insert	Clear formatting	Ctrl + Shift + Z or Ctrl + Spacebar
Undo	Ctrl + Z or Alt + Backspace	Display format menu	Alt + O
Bold	Ctrl + B	Insert a hyperlink	Ctrl + K
Italic	Ctrl + I		

Calendar



Create an appointment or meeting request	Ctrl + Shift + A or Ctrl + Shift + Q	Forward an appointment or meeting	Ctrl + F
Create an appointment in any Outlook view	Ctrl + Shift + A	Reply to a meeting request with a message	Ctrl + R
Set up recurrence for an open appointment or meeting	Ctrl + G	Reply all to a meeting request with a message	Ctrl + Shift + R
Go to a date	Ctrl + G	Switch to full week view	Alt + - or Ctrl + Alt + 3
		Switch to month view	Alt + = or Ctrl + Alt + 4

Contacts



Create a contact when in contacts	Ctrl + N	Open a contact form for the selected contact	Ctrl + O
Create a contact in any Outlook view	Ctrl + Shift + C	Create a contact group	Ctrl + Shift + L
Find a contact	F11	Update a list of contact group members	F5
Create a message with selected contact as subject	Ctrl + F		

