

## Keyboard Shortcuts for Navigating in Outlook

- Switch to Mail: **Ctrl-1**
- Switch to Calendar: **Ctrl-2**
- Switch to Contacts: **Ctrl-3**
- Switch to Tasks: **Ctrl-4**
- Switch to Notes: **Ctrl-5**
- Switch to Inbox: **Ctrl-Shift-i**
- View the next email: **Ctrl-.**
- View the previous email: **Ctrl-,**
- Go to a folder: **Ctrl-Y**
- Open the address book: **Ctrl-Shift-B**

## Shortcuts for Creating Items

- Create email: **Ctrl-Shift-M**
- Schedule calendar appointment: **Ctrl-Shift-A**
- Create meeting request: **Ctrl-Shift-Q**
- Create new contact: **Ctrl-Shift-C**
- Create new Contact group: **Ctrl-Shift-L**
- Create new task: **Ctrl-Shift-K**
- Create new Note: **Ctrl-Shift-N**
- Create search folder: **Ctrl-Shift-P**
- Create new Microsoft Office document: **Ctrl-Shift-H**

## Shortcuts for Searching

- Search in Outlook: **Alt-Q**
- Search current folder: **Ctrl-Alt-K**
- Search subfolders: **Ctrl-Alt-Z**
- Search all folders: **Ctrl-Alt-A**
- Open Advanced Search: **Ctrl-Shift-F**

## Keyboard shortcuts for Working with an Email Message

- Search folders: **Ctrl-Alt-A**
- Open selected email message: **Enter or Ctrl-O**
- Reply to email: **Ctrl-R**
- Reply All to an email: **Ctrl-Shift-R**
- Forward message: **Ctrl-F**
- Send: **Ctrl-Enter**
- Forward email as attachment: **Ctrl-Alt-F**
- Mark message unread: **Ctrl-U**
- Mark message read: **Ctrl-Q**
- Flag message for follow-up: **Ctrl-Shift-G**
- Mark message as "not junk:" **Ctrl-Alt-J**
- Check names: **Ctrl-K**

## Keyboard Shortcuts for Working in Outlook Calendar

- Display current week in calendar: **Alt-Minus**
- Display current month: **Alt-=**
- Change number of days calendar is displaying: **Alt-[number]**

## Keyboard Shortcuts for General Tasks

- Help: **F1**
- Cancel task: **Esc**
- Expand/collapse ribbon: **Ctrl-F1**
- Send/receive email: **F9**
- Print selected item: **Ctrl-P**