

## Keyboard Shortcuts

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### System Commands

- Save (except in tasks) ..... <Ctrl> + S
- Save and close (except in mail) ..... <Alt> + S
- Undo ..... <Ctrl> + Z
- Delete an item ..... <Ctrl> + D
- Print ..... <Ctrl> + P
- Find message or item ..... <Ctrl> + E
- Left justify text ..... <Ctrl> + L
- Center align text ..... <Ctrl> + E
- Right justify text ..... <Ctrl> + R

### Basic Navigation

- 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 folder List ..... <Ctrl> + 6
- Switch to next message ..... <Ctrl> + period
- Switch to previous message ..... <Ctrl> + comma
- Go to different folder ..... <Ctrl> + Y
- Go to the search field ..... <F3>

### Search

- Find message or item ..... <Ctrl> + E
- Clear search results ..... <Esc>
- Expand search folders ..... <Ctrl> + <Alt> + A
- Use advanced find ..... <Ctrl> + <Shift> + F
- Create a search folder ..... <Ctrl> + <Shift> + P
- Search for text in an open item ..... <F4>
- Find and replace ..... <Ctrl> + H

### Create Items or Files

- Create an appointment ..... <Ctrl> + <Shift> + A
- Create a contact ..... <Ctrl> + <Shift> + C
- Create a contact group ..... <Ctrl> + <Shift> + L
- Create a folder ..... <Ctrl> + <Shift> + E
- Create a meeting request ..... <Ctrl> + <Shift> + Q
- Create a message ..... <Ctrl> + <Shift> + M
- Create a note ..... <Ctrl> + <Shift> + N
- Create a task ..... <Ctrl> + <Shift> + K
- Create a task request ..... <Ctrl> + <Shift> + U

### Mail

- Send ..... <Ctrl> + <Enter>
- Reply ..... <Ctrl> + R
- Reply all ..... <Ctrl> + <Shift> + R
- Forward ..... <Ctrl> + F
- Print ..... <Ctrl> + P
- Open the address book ..... <Ctrl> + <Shift> + B
- Item properties ..... <Alt> + <Enter>

### Calendar

- Go to a date ..... <Ctrl> + G
- Switch to work week view ..... <Ctrl> + <Alt> + 2
- Switch to full week view ..... <Ctrl> + <Alt> + 3
- Switch to month view ..... <Ctrl> + <Alt> + 4



**Note:** This is a list of commonly used shortcuts. A full list of shortcuts is available by searching the Outlook help function.