

MICROSOFT OUTLOOK

KEYBOARD SHORTCUTS

Cheat Sheet

MAIL

- Ctrl** + **N** New email
- Ctrl** + **R** Reply
- Ctrl** + **Shift** + **R** Reply all
- Ctrl** + **F** Forward
- Ctrl** + **Enter** Send the message

MANAGING MAIL

- Ctrl** + **E** Search mail
- Ctrl** + **Q** / **Ctrl** + **U** Mark read / unread
- Ctrl** + **Shift** + **V** Move to a folder
- Ctrl** + **Shift** + **G** Flag for follow-up
- Delete** Delete the message

SWITCH VIEWS

- Ctrl** + **1** Go to Mail
- Ctrl** + **2** Go to Calendar
- Ctrl** + **3** Go to Contacts
- Ctrl** + **4** Go to Tasks

CREATE FROM ANYWHERE

- Ctrl** + **Shift** + **M** New message
- Ctrl** + **Shift** + **A** New appointment
- Ctrl** + **Shift** + **Q** New meeting request
- Ctrl** + **Shift** + **K** New task
- Ctrl** + **Shift** + **C** New contact

BASICS

- Ctrl** + **C** / **V** Copy / Paste
- Ctrl** + **Z** / **Y** Undo / Redo
- F7** Spelling check
- Ctrl** + **P** Print