

Shortcut	Function
F1	Open Outlook Help
F3	Activate Find toolbar
F4	Open Find window
F7	Spellcheck
F9	Send and receive
F10	Select File from Outlook toolbar button
F11	Activate "Find a contact" dialog box
F12	Save As
Alt + F4	Close active window
Alt + . (period)	Open Address Book with To field selected
Alt + A	Open Action drop-down menu
Alt + B	Open Address Book with BCC field selected
Alt + C	Select message recipients for CC field
Alt + D	Switch to Daily calendar view
Alt + E	Open Edit drop-down menu
Alt + F	Open File drop-down menu
Alt + G	Open Go drop-down menu
Alt + H	Open Help drop-down menu
Alt + I	Open Find tool bar
Alt + J	Move to Subject field
Alt + K	Check names in To, CC, or BCC field
Alt + L	Reply All
Alt + M	Switch to Monthly calendar view
Alt + N	Open Accounts drop-down menu
Alt + O	Open Format drop-down menu Switch to Today calendar view
Alt + P	Open Message Options dialog box
Alt + R	Reply
Alt + S	Send
Alt + T	Open Tools drop-down menu
Alt + V	Open View drop-down menu
Alt + W	Forward an item
Alt + Y	Switch to Daily calendar view
Ctrl + 1	Go to Mail
Ctrl + 2	Go to Calendar
Ctrl + 3	Go to Contacts
Ctrl + 4	Go to Tasks
Ctrl + 5	Go to Notes
Ctrl + 6	Go to Folder List
Ctrl + 7	Go to Shortcuts
Ctrl + 8	Go to Journal

Ctrl + A	Select all
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	Delete item
Ctrl + E	Activate Find drop-down menu
Ctrl + F	Forward
Ctrl + J	Open a new Journal Entry from the selected item
Ctrl + M	Send/Receive all
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark selected message Read
Ctrl + R	Reply
Ctrl + S	Save a draft message
Ctrl + T	Tab
Ctrl + U	Mark selected message Unread
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Go to Folder
Ctrl + Z	Undo
Ctrl + Backspace	Delete previous word
Ctrl + End	Move to end
Ctrl + Home	Move to beginning
Ctrl + Shift + A	Open a new Appointment
Ctrl + Shift + B	Open Address Book
Ctrl + Shift + C	Create a new Contact
Ctrl + Shift + E	Open a new folder
Ctrl + Shift + F	Open Advanced Find window
Ctrl + Shift + G	Flag message for follow up
Ctrl + Shift + J	Open a new Journal Entry
Ctrl + Shift + K	Open a new Task
Ctrl + Shift + L	Open a new Distribution List
Ctrl + Shift + M	Open a new Message
Ctrl + Shift + N	Open a new Note
Ctrl + Shift + O	Switch to Outbox
Ctrl + Shift + P	Open New Search Folder window
Ctrl + Shift + Q	Open a new Meeting Request
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Open a new Discussion
Ctrl + Shift + U	Open a new Task Request
Ctrl + Shift + Y	Copy a Folder
Shift + Tab	Select previous message header button or field