Outlook 2019 and Outlook 2016 cheat sheet

Notice

The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.

Frequently used shortcuts

Esc or Enter	Close
Alt + H	Go to Home tab
Ctrl + Shift + M	New message
Alt + S	Send
Alt + N	then A, F Insert file
Ctrl + Shift + K	New task
Del	(when a message, task, or meeting is selected) Delete
Ctrl + E	Search
Alt + H	then RP Reply
Alt + H	then F then W Forward
Alt + H	then R, A Reply All
Ctrl + C or Ctrl + Insert	Copy
Alt + S	then S Send/Receive
Ctrl + 2	Go to calendar
Ctrl + Shift + A	Create appointment
Alt + H	then M, V Select folder from list Move to folder
Alt + JA	then A, S Attachment SaveAs

Basic navigation

Ctrl + 1	Switch to Mail view
Ctrl + 2	Switch to Calendar view
Ctrl + 3	Switch to Contacts view
Ctrl + 4	Switch to Tasks view
Ctrl + 5	Switch to Notes
Ctrl + 6	Switch to Folder list in the Folder pane
Ctrl + 7	Switch to Shortcuts
Ctrl + -	Switch to next open message
Ctrl + ,	Switch to previous open message
Ctrl + Shift + Tab	Move between the Folder pane,

or Shift + Tab	the main Outlook window, the Reading pane, and the To-Do bar
Tab	Move between the Outlook window, the smaller panes in the Folder pane, the Reading pane, and the sections in the To-Do bar
F6	Move between the Outlook window, the smaller panes in the Folder pane, the Reading pane, and the sections in the To-Do bar, and show the access keys in the Outlook ribbon
Ctrl + Tab	Move around message header lines in the Folder pane or an open message
Arrow keys	Move around within the Folder pane
Ctrl + Y	Go to a different folder
F3 or Ctrl + E	Go to the Search box
Alt + Up or Ctrl + , or Alt + Page Up	In the Reading pane, go to the previous message
Space	In the Reading pane, page down through text
Shift + Space	In the Reading pane, page up through text
Left arrow / Right arrow	Collapse or expand a group in the email message list
Alt + B or Alt + Left arrow	Go back to previous view in the main Outlook window
Alt + Right arrow	Go forward to next view in the main Outlook window
Ctrl + Shift + W	Select the InfoBar and, if available, show the menu of commands

Search

Ctrl + E	Find a message or other item
Esc	Clear the search results
Ctrl + Alt + A	Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in
Ctrl + Shift + F	Use Advanced Find

Ctrl + Shift + P	Create a Search folder
F4	Search for text within an open item
Ctrl + H	Find and replace text, symbols, or some formatting commands when in the Reading pane or in an open item
Ctrl + Alt + K	Expand search to include items from the current folder
Ctrl + Alt + Z	Expand search to include subfolders

Flags

Ctrl + Shift + G	Open the Flag for Follow Up dialog box to assign a flag

Color categories

Alt + D	Delete the selected category from the list in the Color categories dialog box

Create an item or file

Ctrl + Shift + A	Create an appointment
Ctrl + Shift + C	Create a contact
Ctrl + Shift + L	Create a contact group
Ctrl + Shift + X	Create a fax
Ctrl + Shift + E	Create a folder
Ctrl + Shift + Q	Create a meeting request
Ctrl + Shift + M	Create a message
Ctrl + Shift + N	Create a note
Ctrl + Shift + H	Create an Office document
Ctrl + Shift + S	Post to the selected folder
Ctrl + T	Post a reply in the selected folder
Ctrl + Shift + P	Create a Search folder
Ctrl + Shift + K	Create a task

Commands in most views

Ctrl + S or Shift + F12	Save (except in Tasks view)
Alt + S	Save and close (except in Mail view)

F12	Save as (only in Mail view)
Ctrl + Z or Alt + Backspace	Undo
Ctrl + D	Delete an item
Ctrl + P	Print
Ctrl + Shift + Y	Copy an item
Ctrl + Shift + V	Move an item
Ctrl + K	Check names
F7	Check spelling
Ctrl + Shift + G	Flag for follow-up
Ctrl + F or Alt + W	Forward
Alt + S	Send or post or invite all
F2	Enable editing in a field, in all views except Mail or Icon
Ctrl + L	Left align text
Ctrl + E	Center text
Ctrl + R	Right align text

Mail

Ctrl + Shift + I	Switch to Inbox
Ctrl + Shift + O	Switch to Outbox
Ctrl + K	Check names
Alt + S	Send
Ctrl + R	Reply to a message
Ctrl + Shift + R	Reply All to a message
Ctrl + Alt + R	Reply with meeting request
Ctrl + F	Forward a message
Ctrl + Alt + J	Mark a message as not junk
Ctrl + Shift + I	Display blocked external content (in a message)
Ctrl + Shift + S	Post to a folder
Ctrl + Shift + N	Apply Normal style
Ctrl + M or F9	Check for new messages
Up arrow	Go to the previous message
Down arrow	Go to the next message
Ctrl + N	Create a message (when in Mail view)
Ctrl + Shift + M	Create a message (from any Outlook view)
Ctrl + O	Open a received message

Ctrl + Shift + D	Delete and ignore a conversation
Ctrl + Shift + B	Open the Address Book
Insert	Add a Quick flag to an unopened message
Ctrl + Shift + G	Display the Flag for follow up dialog box
Ctrl + Q	Mark as read
Ctrl + U	Mark as unread
Ctrl + Shift + W	Open the MailTip in the selected message
F4	Find or replace
Shift + F4	Find next
Ctrl + Enter	Send
Ctrl + P	Print
Ctrl + F	Forward
Ctrl + Alt + F	Forward as attachment
Alt + Enter	Show the properties for the selected item
Ctrl + Alt + M	Mark for download
Ctrl + Alt + U	Check Mark for download status
Ctrl + B	(when a Send/Receive is in progress) Display Send/Receive progress

Calendar

Ctrl + N	Create an appointment (when in the Calendar view)
Ctrl + Shift + A	Create an appointment (in any Outlook view)
Ctrl + Shift + Q	Create a meeting request
Alt + 1	Show one day in the calendar
Alt + 2	Show two days in the calendar
Alt + 3	Show three days in the calendar
Alt + 4	Show four days in the calendar
Alt + 5	Show five days in the calendar
Alt + 6	Show six days in the calendar
Alt + 7	Show seven days in the calendar
Alt + 8	Show eight days in the calendar
Alt + 9	Show nine days in the calendar
Alt + 0	Show 10 days in the calendar

Ctrl + G	Go to a date
Alt + = or Ctrl + Alt + 4	Switch to Month view
Ctrl + Right arrow	Go to the next day
Alt + Down arrow	Go to the next week
Alt + Page Down	Go to the next month
Ctrl + Left arrow	Go to the previous day
Alt + Up arrow	Go to the previous week
Alt + Page Up	Go to the previous month
Alt + Home	Go to the start of the week
Alt + End	Go to the end of the week
Alt + - or Ctrl + Alt + 3	Switch to Full Week view
Ctrl + Alt + 2	Switch to Work Week view
Ctrl + , or Ctrl + Shift + ,	Go to previous appointment
Ctrl + , or Ctrl + Shift + ,	Go to next appointment
Ctrl + G	Set up recurrence for an open appointment or meeting

People

Ctrl + Shift + D	Dial a new call
F3 or Ctrl + E	Find a contact or other item (Search)
F11	Enter a name in the Search Address Books box
Shift + [A - Z]	In Table or List view of contacts, go to the first contact that starts with a specific letter
Ctrl + A	Select all contacts
Ctrl + F	Create a message with selected contact as subject
Ctrl + N	Create a contact (when in Contacts)
Ctrl + Shift + C	Create a contact (from any Outlook view)
Ctrl + O	Open a contact form for the selected contact
Ctrl + Shift + L	Create a contact group
Ctrl + P	Print
F5	Update a list of contact group members

Ctrl + Y	Go to a different folder
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + F	Use Advanced Find
Ctrl + Shift + ,	In an open contact, open the next contact listed
F11	Find a contact
Esc	Close a contact
Ctrl + Shift + X	Send a fax to the selected contact
Alt + D	Open the Check Address dialog box
Alt + Shift + 1	In a contact form, under Internet, display the Email 1 information
Alt + Shift + 2	In a contact form, under Internet, display the Email 2 information
Alt + Shift + 3	In a contact form, under Internet, display the Email 3 information

People: in the Electronic Business Cards dialog box

Alt + A	Open the Add list
Alt + B	Select text in the Label box when the field with a label assigned is selected
Alt + C	Open the Add Card Picture dialog box
Alt + E	Place cursor at beginning of the Edit box
Alt + F	Select the Fields box
Alt + G	Select the Image Align drop-down box
Alt + K	Enter Select the color palette for the background
Alt + L	Select the Layout drop-down box
Alt + R	Remove a selected field from the Fields box

Tasks

Ctrl + C	Accept a task request
Ctrl + D	Decline a task request
Ctrl + E	Find a task or other item
Ctrl + Y	Open the Go to Folder dialog

	box
Ctrl + N	Create a task when in Tasks view
Ctrl + Shift + K	Create a task from any Outlook view
Ctrl + O	Open selected item
Ctrl + P	Print selected item
Ctrl + A	Select all items
Ctrl + D	Delete selected item
Ctrl + F	Forward a task as an attachment
Ctrl + Shift + Alt + U	Create a task request
Tab or Shift + Tab	Switch between the Folder pane, Tasks list, and To-Do bar
Ctrl + Z	Undo last action
Insert	Flag an item or mark complete

Text formatting

Alt + O	Display the Format menu
Ctrl + Shift + P	Display the Font dialog box
Shift + F3	Switch case (with text selected)
Ctrl + Shift + K	Format letters as small capitals
Ctrl + B	Make letters bold
Ctrl + Shift + L	Add bullets
Ctrl + I	Make letters italic
Ctrl + T	Increase indent
Ctrl + Shift + T	Decrease indent
Ctrl + L	Left align
Ctrl + E	Center
Ctrl + U	Underline
Ctrl +] or Ctrl + Shift + >	Increase font size
Ctrl + [or Ctrl + Shift + <	Decrease font size
Ctrl + X or Shift + Del	Cut
Ctrl + C or Ctrl + Insert	Copy

Note: Ctrl+Insert is not available in the Reading pane.

Ctrl + V or Shift + Insert	Paste

Ctrl + Shift + Z or Ctrl + Space	Clear formatting
Ctrl + Shift + H	Delete the next word
Ctrl + Shift + J	Justify text (Stretch a paragraph to fit between the margins)
Ctrl + Shift + S	Apply styles
Ctrl + T	Create a hanging indent
Ctrl + K	Insert a hyperlink
Ctrl + L	Left align a paragraph
Ctrl + R	Right-align a paragraph
Ctrl + Shift + T	Reduce a hanging indent
Ctrl + Q	Remove paragraph formatting

Add web information to items

Ctrl + K	Insert or edit a hyperlink in the body of an item

Printing

Alt + F	then P Open the Print tab in Backstage view
Alt + F	then PP, FF and 1 Print an item from an open window
Alt + S or Alt + U	Open the Page Setup dialog box from Print view
Alt + F	then P, I Select a printer from Print view
Alt + F	then P, R Open the Print Options dialog box

Send / receive

F9	Start a send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you define
Shift + F9	Start a send/receive for the current folder, retrieving full items (header, item, and any attachments)
Ctrl + M	Start a send/receive

Ctrl + Alt + S	Define Send/Receive groups

Visual Basic Editor

Alt + F11	Open Visual Basic Editor

Macros

Alt + F8	Play macro

Forms

Place the focus on an InfoPath folder, and then press Ctrl+N to create an InfoPath form

Ctrl + Shift + Alt + T	Close an InfoPath form

Views: Table view

Page Down	Go to the item at the bottom of the screen
Page Up	Go to the item at the top of the screen
Shift + Up arrow / Down arrow	Extend or reduce the selected items by one item
Ctrl + Up arrow / Down arrow	Go to the next or previous item without extending the selection
Ctrl + Space	Etkin öğeyi seç veya seçimini iptal et

Views: With a group selected

Right arrow	Expand a single selected group
Left arrow	Collapse a single selected group
Up arrow	Select the previous group
Down arrow	Select the next group
Home	Select the first group
End	Select the last group
Right arrow	Select the first item on screen in an expanded group or the first item off screen to the right

Views: Calendar day/week/month view

Alt + Key	for number of days View from one through nine days

Alt + 0	(zero) View 10 days
Alt + -	Switch to Week view
Alt + =	Switch to Month view
Ctrl + Tab or F6	Move between Calendar view, TaskPad, and the Folder list
Shift + Tab	Select the previous appointment
Left arrow	Go to the previous day
Right arrow	Go to the next day
Alt + Down arrow	Go to the same day in the next week
Alt + Up arrow	Go to the same day in the previous week

Views: Single day view

Home	Select the time that begins your work day
End	Select the time that ends your work day
Up arrow	Select the previous block of time
Down arrow	Select the next block of time
Page Up	Select the block of time at the top of the screen
Page Down	Select the block of time at the bottom of the screen
Shift + Up arrow or Shift + Down arrow	Arrow Extend or reduce the selected time

With the cursor in the appointment, press Alt+Up Arrow or Alt+Down Arrow, respectively Move an appointment up or down.

With the cursor in the appointment, press Alt+Shift+Up Arrow or Alt+Shift+Down Arrow, respectively Change an appointment's start or end time.

Alt + Down arrow	Move selected item to the same day in the next week
Alt + Up arrow	Move selected item to the same day in the previous week

Views: Week view

Home	Go to the start of work hours for the selected day
End	Go to the end of work hours for

	the selected day
Page Up	Go up one page view in the selected day
Page Down	Go down one page view in the selected day
Shift + Left arrow / Right arrow or Shift + Up arrow / Down arrow or Shift + Home or Shift + End	Change the duration of the selected block of time

Views: Month view

Home	Go to the first day of the week
Page Up	Go to the same day of the week in the previous page
Page Down	Go to the same day of the week in the next page

Date Navigator

Alt + Home	Go to the first day of the current week
Alt + End	Go to the last day of the current week
Alt + Up arrow	Go to the same day in the previous week
Alt + Down arrow	Go to the same day in the next week

Business cards or Address view

To select a specific card in the list, type one or more letters of the name that the card is filed under, or type the name of the field you are sorting by.

Up arrow	Select the previous card
Down arrow	Select the next card
Home	Select the first card in the list
End	Select the last card in the list
Page Up	Select the first card on the current page
Page Down	Select the first card on the next page
Right arrow	Select the closest card in the next column

Left arrow	Select the closest card in the previous column
Ctrl + Space	Select or cancel selection of the active card
Shift + Up arrow	Extend the selection to the previous card and cancel selection of cards after the starting point
Shift + Down arrow	Extend the selection to the next card and cancel selection of cards before the starting point
Ctrl + Shift + Up arrow	Extend the selection to the previous card, regardless of the starting point
Ctrl + Shift + Down arrow	Extend the selection to the next card, regardless of the starting point
Shift + Home	Extend the selection to the first card in the list
Shift + End	Extend the selection to the last card in the list
Shift + Page Up	Extend the selection to the first card on the previous page
Shift + Page Down	Extend the selection to the last card on the last page

Business cards: Move between fields in an open card

Tab	Move to the next field and control
Shift + Tab	Move to the previous field and control
Enter or Esc	Close the active card

Business cards: Move between characters in a field

Enter	Add a line in a multiline field
Home	Move to the beginning of a line
End	Move to the end of a line
Page Up	Move to the beginning of a multiline field
Page Down	Move to the end of a multiline field

Up arrow	Move to the previous line in a multiline field
Down arrow	Move to the next line in a multiline field
Left arrow	Move to the previous character in a field
Right arrow	Move to the next character in a field

Timeline view (Tasks): When an item is selected

Left arrow	Select the previous item
Right arrow	Select the next item
Shift + Left arrow / Right arrow	Select multiple adjacent items
Ctrl + Left arrow + Space or Ctrl + Right arrow + Space	Select multiple nonadjacent items
Enter	Open the selected items
Home	Select the first item on the timeline (if items are not grouped) or the first item in the group
End	Select the last item on the timeline (if items are not grouped) or the last item in the group
Ctrl + Home	Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group
Ctrl + End	Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group

Timeline view (Tasks): When a group is selected

Enter or Right arrow	Expand the group
Enter or Left arrow	Collapse the group
Up arrow	Select the previous group
Down arrow	Select the next group

Home	Select the first group on the timeline
End	Select the last group on the timeline
Right arrow	Select the first item on screen in an expanded group or the first item off screen to the right

Timeline view (Tasks): When a unit of time on the time scale for days is selected

Left arrow	Move back in increments of time that are the same as those shown on the time scale
Right arrow	Move forward in increments of time that are the same as those shown on the time scale
Tab or Shift + Tab	Switch between active view, the To-Do bar, Search, and back to active view

Source: Office support pages

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More information: defkey.com/ha/outlook-2016-outlook-2013-shortcuts

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