

Outlook.com cheat sheet

Compose

Before using these shortcuts, go to Settings > Keyboard shortcuts and check that keyboard shortcuts are enabled and set to Outlook.com mode. If you're familiar with other email services' keyboard shortcuts like Gmail or Yahoo! Mail, you can switch to those modes from here.

N	Compose a new email
Ctrl + Enter	Send email
R	Reply
Shift + F	Forward
F7	Check spelling
Ctrl + Y	Insert emoji
Ctrl + S	Save draft

Reading emails

O	Open email
Shift + I	Display blocked content
/	Search email
Esc	Close email

Jumping

G + I	Go to inbox
G + L	Go to flagged
G + S	Go to sent
G + D	Go to drafts
?	Display keyboard shortcuts

Actions

Del	Delete email
E	Archive
J	Move to folder
Shift + E	Create a new folder
C	Categorize email
Q	Mark email as read
U	Mark email as unread
Insert	Flag email
Shift + P	Print email

Navigation & selections

S + A	Select all emails
S + N	Deselect all email
Ctrl + .	Move down list
Ctrl + ,	Move up list
M	Refresh

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More information: defkey.com/outlook-com-shortcuts

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