Outlook Keyboard Shortcuts for Windows

ShortcutFoo

The 28 shortcuts to know first

Essentials

Alt + S	Send the message
Ctrl + R	Reply to the sender
Ctrl + Shift + R	Reply to everyone
Ctrl + F	Forward the message

Reading mail

Ctrl + ,	Show the previous message
Ctrl + .	Show the next message
Space	Page down through the message
Shift + Space	Page up through the message

Organizing mail

Ctrl + Shift + V	Move the message to a folder
Ctrl + Shift + Y	Copy the message to a folder
Ctrl + Alt + J	Mark the message as not junk
Ctrl + Shift + D	Ignore the conversation

Finding things

Ctrl + Shift + F	Open advanced search
F4	Find text in the open item
Shift + F4	Find the next match
Ctrl + Alt + A	Search all mail items

Writing

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + K	Insert a hyperlink

Calendar

Ctrl + Shift + A	Create an appointment
Ctrl + G	Go to a date
Ctrl + Alt + 1	Show the day view
Ctrl + Alt + 2	Show the work week view

Creating items

Ctrl + Shift + C	Create a contact
Ctrl + Shift + L	Create a contact group
Ctrl + Shift + K	Create a task
Ctrl + Shift + E	Create a folder

See all 63 shortcuts and practice them free

shortcutfoo.com/app/dojos/outlook-win

Typing drills + spaced repetition