

50 time-saving Outlook keyboard shortcuts





Microsoft have just posted this new keyboard shortcut guide to Windows Outlook. We have taken the Powerpoint version available on-line and converted it to this more useful PDF version

General



Create a folder	Ctrl + Shift + E
Create a note	Ctrl + Shift + N
Open address book	Ctrl + Shift + B
Go to search box	F3 or Ctrl + E
Switch to mail	Ctrl + 1
Switch to calendar	Ctrl + 2
Switch to contacts	Ctrl + 3

Switch to tasks	Ctrl + 4
Switch to notes	Ctrl + 5
Print	Ctrl + P
Delete selected item	Ctrl + D
Find and replace within an open item	Ctrl + H
Use advanced find Ctrl	+ Shift + F

Mail



Open a received message	Ctrl + O
Create a message when in mail	Ctrl + N
Create a message from any Outlook view	Ctrl + Shift + M
Add a flag to an unopened message	Insert
Reply	Ctrl + R

Reply all	Ctrl + Shift + R
Forward	Ctrl + F
Insert a file	Alt + H then AF
Send	Alt + S or Ctrl +
Find or replace	F4

Format text



Cut	Ctrl + X or Shift + Delete
Сору	Ctrl + C or Ctrl + Insert
Paste	Ctrl + V or Shift + Insert
Undo	Ctrl + Z or Alt + Backspace
Bold	Ctrl + B
Italic	Ctrl + I

Underline	Ctrl + U
Add bullets	Ctrl + Shift + L
Clear formatting Ctrl + Shift	+ Z or Ctrl + Spacebar
Display format menu	Alt + O
Insert a hyperlink	Ctrl + K

Calendar



Create an appointment or meeting request or	Ctrl + Shift + A Ctrl + Shift + Q
Create an appointment in any Outlook view	Ctrl + Shift + A
Set up recurrence for an open appointment or meeting	Ctrl + G
Go to a date	Ctrl + G

Forward an appointment or me	eting Ctrl + F
Reply to a meeting request with	a message Ctrl + R
Reply all to a meeting request with a message	Ctrl + Shift + R
Switch to full week view	or Ctrl + Alt + 3
Switch to month view	$\begin{array}{c} \text{Alt} + = \\ \text{or} \text{Ctrl} + \text{Alt} + 4 \end{array}$

Contacts



Create a contact when in contacts	Ctrl + N
Create a contact in any Outlook view	Ctrl + Shift + C
Find a contact	F11
Create a message with selected contact as subject	Ctrl + F

Open a contact form for the selected Create a contact group Update a list of contact group members

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