

Keyboard shortcuts for Microsoft Outlook 2010

Common procedures

[–Basic navigation](#)

To do this	Press
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
Switch to Folder List in Navigation Pane .	CTRL+6
Switch to Shortcuts.	CTRL+7
Switch to next message (with message open).	CTRL+PERIOD
Switch to previous message (with message open).	CTRL+COMMA
Move between the Navigation Pane , the main Outlook window, the Reading Pane , and the To-Do Bar .	CTRL+SHIFT+TAB or SHIFT+TAB
Move between the Outlook window, the smaller panes in the Navigation Pane , the Reading Pane , and the sections in the To-Do Bar .	TAB
Move between the Outlook window, the smaller panes in the Navigation Pane , the Reading Pane , and the sections in the To-Do Bar , and show the access keys in the Outlook ribbon.	F6
Move around message header lines in the Navigation Pane or an open message.	CTRL+TAB
Move around within the Navigation Pane .	Arrow keys
Go to a different folder.	CTRL+Y
Go to the Search box.	F3 or CTRL+E

In the Reading Pane , go to the previous message.	ALT+UP ARROW or CTRL+COMMA or ALT+PAGE UP
In the Reading Pane , page down through text.	SPACEBAR
In the Reading Pane , page up through text.	SHIFT+SPACEBAR
Collapse or expand a group in the e-mail message list.	LEFT ARROW or RIGHT ARROW, respectively
Go back to previous view in main Outlook window.	ALT+B or ALT+LEFT ARROW
Go forward to next view in main Outlook window.	ALT+RIGHT ARROW
Select the InfoBar and, if available, show the menu of commands.	CTRL+SHIFT+W

[–Search](#)

To do this	Press
Find a message or other item.	CTRL+E
Clear the search results.	ESC
Expand the search to include All Mail Items , All Calendar Items , or All Contact Items , depending on the module you are in.	CTRL+ALT+A
Use Advanced Find .	CTRL+SHIFT+F
Create a new Search Folder.	CTRL+SHIFT+P
Search for text within an open item.	F4
Find and replace text, symbols, or some formatting commands. Works in the Reading Pane on an open item.	CTRL+H
Expand search to include items from the current folder.	CTRL+ALT+K
Expand search to include subfolders.	CTRL+ALT+Z

[-Flags](#)

To do this

Press

Open the **Flag for Follow Up** dialog box to assign a flag. CTRL+SHIFT+G

[-Color Categories](#)

To do this

Press

Delete the selected category from the list in the **Color Categories** dialog box. ALT+D

[-Create an item or file](#)

To do this

Press

Create an appointment.	CTRL+SHIFT+A
Create a contact.	CTRL+SHIFT+C
Create a distribution list.	CTRL+SHIFT+L
Create a fax.	CTRL+SHIFT+X
Create a folder.	CTRL+SHIFT+E
Create a Journal entry.	CTRL+SHIFT+J
Create a meeting request.	CTRL+SHIFT+Q
Create a message.	CTRL+SHIFT+M
Create a note.	CTRL+SHIFT+N
Create a new Microsoft Office document.	CTRL+SHIFT+H
Post to this folder.	CTRL+SHIFT+S
Post a reply in this folder.	CTRL+T
Create a Search Folder.	CTRL+SHIFT+P

Create a task. CTRL+SHIFT+K

Create a task request. CTRL+SHIFT+U

[–Procedures in all items](#)

To do this	Press
Save (except in Tasks).	CTRL+S or SHIFT+F12
Save and close (except in Mail).	ALT+S
Save as (only in Mail).	F12
Undo.	CTRL+Z or ALT+BACKSPACE
Delete an item.	CTRL+D
Print.	CTRL+P
Copy an item.	CTRL+SHIFT+Y
Move an item.	CTRL+SHIFT+V
Check names.	CTRL+K
Check spelling.	F7
Flag for follow-up.	CTRL+SHIFT+G
Forward.	CTRL+F
Send or post or invite all.	ALT+S
Enable editing in a field (except in Mail or Icon view).	F2
Left align text.	CTRL+L
Center text.	CTRL+E
Right align text.	CTRL+R

[-E-mail](#)

To do this	Press
Switch to Inbox .	CTRL+SHIFT+I
Switch to Outbox .	CTRL+SHIFT+O
Choose the account from which to send a message.	CTRL+TAB (with focus on the To box), and then TAB to the Accounts button
Check names.	CTRL+K
Send.	ALT+S
Reply to a message.	CTRL+R
Reply all to a message.	CTRL+SHIFT+R
Reply with meeting request.	CTRL+ALT+R
Forward a message.	CTRL+F
Mark a message as not junk.	CTRL+ ALT+J
Display blocked external content (in a message).	CTRL+SHIFT+I
Post to a folder.	CTRL+ SHIFT+S
Apply Normal style.	CTRL+SHIFT+N
Check for new messages.	CTRL+M or F9
Go to the previous message.	UP ARROW
Go to the next message.	DOWN ARROW
Create a message (when in Mail).	CTRL+N
Create a message (from any Outlook view).	CTRL+SHIFT+M
Open a received message.	CTRL+O
Delete and Ignore a Conversation.	CTRL+SHIFT+D

Open the Address Book.	CTRL+SHIFT+B
Add a Quick Flag to an unopened message.	INSERT
Display the Flag for Follow Up dialog box.	CTRL+SHIFT+G
Mark as read.	CTRL+Q
Mark as unread.	CTRL+U
Open the Mail Tip in the selected message.	CTRL+SHIFT+W
Find or replace.	F4
Find next.	SHIFT+F4
Send.	CTRL+ENTER
Print.	CTRL+P
Forward.	CTRL+F
Forward as attachment.	CTRL+ALT+F
Show the properties for the selected item.	ALT+ENTER
Create a multimedia message	CTRL+SHIFT+U
Create a text message.	CTRL+SHIFT+T
Mark for Download.	CTRL+ALT+M
Clear Mark for Download.	CTRL+ALT+U
Display Send/Receive progress.	CTRL+B (when a Send/Receive is in progress)

Calendar

To do this	Press
Create a new appointment (when in Calendar).	CTRL+N
Create a new appointment (in any Outlook view).	CTRL+SHIFT+A
Create a new meeting request.	CTRL+SHIFT+Q
Forward an appointment or meeting.	CTRL+F
Reply to a meeting request with a message.	CTRL+R
Reply All to a meeting request with a message.	CTRL+SHIFT+R
Show 10 days in the calendar.	ALT+0
Show 1 day in the calendar.	ALT+1
Show 2 days in the calendar.	ALT+2
Show 3 days in the calendar.	ALT+3
Show 4 days in the calendar.	ALT+4
Show 5 days in the calendar.	ALT+5
Show 6 days in the calendar.	ALT+6
Show 7 days in the calendar.	ALT+7
Show 8 days in the calendar.	ALT+8
Show 9 days in the calendar.	ALT+9
Go to a date.	CTRL+G
Switch to Month view.	ALT+= or CTRL+ALT+4
Go to the next day.	CTRL+RIGHT ARROW
Go to the next week.	ALT+DOWN ARROW
Go to the next month.	ALT+PAGE DOWN

Go to the previous day.	CTRL+LEFT ARROW
Go to the previous week.	ALT+UP ARROW
Go to the previous month.	ALT+PAGE UP
Go to the start of the week.	ALT+HOME
Go to the end of the week.	ALT+END
Switch to Full Week view.	ALT+MINUS SIGN or CTRL+ALT+3
Switch to Work Week view.	CTRL+ALT+2
Go to previous appointment.	CTRL+COMMA or CTRL+SHIFT+COMMA
Go to next appointment.	CTRL+PERIOD or CTRL+SHIFT+PERIOD
Set up recurrence for an open appointment or meeting.	CTRL+G

See also under Views, Calendar Day/Week/Month view, and Date Navigator

[–Contacts](#)

To do this	Press
Dial a new call.	CTRL+SHIFT+D
Find a contact or other item (Search).	F3 or CTRL+E
Enter a name in the Search Address Books box.	F11
In Table or List view of contacts, go to first contact that starts with a specific letter.	SHIFT+letter
Select all contacts.	CTRL+A
Create a message with selected contact as subject.	CTRL+F
Create a Journal entry for the selected contact.	CTRL+J
Create a new contact (when in Contacts).	CTRL+N
Create a new contact (from any Outlook view).	CTRL+SHIFT+C
Open a contact form for the selected contact.	CTRL+O

Create a distribution list.	CTRL+SHIFT+L
Print.	CTRL+P
Update a list of distribution list members.	F5
Go to a different folder.	CTRL+Y
Open the Address Book.	CTRL+SHIFT+B
Use Advanced Find .	CTRL+SHIFT+F
In an open contact, open the next contact listed.	CTRL+SHIFT+PERIOD
Find a contact.	F11
Close a contact.	ESC
Send a fax to the selected contact.	CTRL+SHIFT+X
Open the Check Address dialog box.	ALT+D
In a contact form, under Internet , display the E-mail 1 information.	ALT+SHIFT+1
In a contact form, under Internet , display the E-mail 2 information.	ALT+SHIFT+2
In a contact form, under Internet , display the E-mail 3 information.	ALT+SHIFT+3

In the Electronic Business Cards dialog box

To do this	Press
Open the Add list.	ALT+A
Select text in Label box when the field with a label assigned is selected.	ALT+B
Open the Add Card Picture dialog box.	ALT+C
Place cursor at beginning of Edit box.	ALT+E
Select the Fields box.	ALT+F
Select the Image Align drop-down list.	ALT+G
Select color palette for background.	ALT+K, then ENTER

Select **Layout** drop-down list. ALT+L

Remove a selected field from the **Fields** box. ALT+R

[–Tasks](#)

To do this	Press
Show or hide the To-Do Bar .	ALT+F2
Accept a task request.	ALT+C
Decline a task request.	ALT+D
Find a task or other item.	CTRL+E
Open the Go to Folder dialog box.	CTRL+Y
Create a new task (when in Tasks).	CTRL+N
Create a new task (from any Outlook view).	CTRL+SHIFT+K
Open selected item.	CTRL+O
Print selected item.	CTRL+P
Select all items.	CTRL+A
Delete selected item.	CTRL+D
Forward a task as an attachment.	CTRL+F
Create a task request.	CTRL+SHIFT+ALT+U
Switch between the Navigation Pane , Tasks list, and To-Do Bar .	TAB or SHIFT+TAB
Open selected item as a Journal item.	CTRL+J
Undo last action.	CTRL+Z
Flag an item or mark complete.	INSERT

[–Format text](#)

To do this	Press
Display the Format menu.	ALT+O
Display the Font dialog box.	CTRL+SHIFT+P
Switch case (with text selected).	SHIFT+F3
Format letters as small capitals.	CTRL+SHIFT+K
Make letters bold.	CTRL+B
Add bullets.	CTRL+SHIFT+L
Make letters italic.	CTRL+I
Increase indent.	CTRL+T
Decrease indent.	CTRL+SHIFT+T
Left align.	CTRL+L
Center.	CTRL+E
Underline.	CTRL+U
Increase font size.	CTRL+] or CTRL+SHIFT+>
Decrease font size.	CTRL+[or CTRL+SHIFT+<
Cut.	CTRL+X or SHIFT+DELETE
Copy.	CTRL+C or CTRL+INSERT
Paste.	CTRL+V or SHIFT+INSERT
Clear formatting.	CTRL+SHIFT+Z or CTRL+SPACEBAR
Delete the next word.	CTRL+SHIFT+H
Stretch a paragraph to fit between the margins.	CTRL+SHIFT+J

Note CTRL+INSERT is not available in the Reading Pane.

Apply styles.	CTRL+SHIFT+S
Create a hanging indent.	CTRL+T
Insert a hyperlink.	CTRL+K
Left align a paragraph.	CTRL+L
Right align a paragraph.	CTRL+R
Reduce a hanging indent.	CTRL+SHIFT+T
Remove paragraph formatting.	CTRL+Q

[–Add Web information to items](#)

To do this	Press
Edit a URL in the body of an item. Hold down CTRL and click the mouse button.	
Insert a hyperlink.	CTRL+K

[–Printing](#)

To do this	Press
Open Print tab in Backstage view.	Press ALT+F, and then press P
To print an item from an open window.	ALT+F, press P, and then press F and press 1
Open Page Setup from Print Preview .	ALT+S or ALT+U
To select a printer from Print Preview .	ALT+F, press P, and then press I
To Define Print Styles .	ALT+F, press P, and then press L
To open Print Options .	ALT+F, press P, and then press R

[–Send/Receive](#)

To do this	Press
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.	F9
Start a send/receive for the current folder, retrieving full items (header, item, and any attachments).	SHIFT+F9
Start a send/receive.	CTRL+M
Define Send/Receive groups.	CTRL+ALT+S

[–Visual Basic Editor](#)

To do this	Press
Open Visual Basic Editor.	ALT+F11

[–Macros](#)

To do this	Press
Play macro.	ALT+F8

[–Forms](#)

To do this	Press
Create an Office InfoPath form.	Click in an InfoPath folder, and then CTRL+N.
Choose an Microsoft InfoPath form.	CTRL+SHIFT+ALT+T

Views

[–Table view](#)

[–General use](#)

To do this	Press
Open an item.	ENTER
Select all items.	CTRL+A
Go to the item at the bottom of the screen.	PAGE DOWN
Go to the item at the top of the screen.	PAGE UP
Extend or reduce the selected items by one item.	SHIFT+UP ARROW or SHIFT+DOWN ARROW, respectively
Go to the next or previous item without extending the selection.	CTRL+UP ARROW or CTRL+DOWN ARROW, respectively
Select or cancel selection of the active item.	CTRL+SPACEBAR

[–With a group selected](#)

To do this	Press
Expand a single selected group.	RIGHT ARROW
Collapse a single selected group.	LEFT ARROW
Select the previous group.	UP ARROW
Select the next group.	DOWN ARROW
Select the first group.	HOME
Select the last group.	END
Select the first item on screen in an expanded group or the first item off screen to the right.	RIGHT ARROW

–[Calendar Day/Week/Month view](#)

–[All three](#)

To do this	Press
View from 1 through 9 days.	ALT+key for number of days
View 10 days.	ALT+0 (ZERO)
Switch to weeks.	ALT+MINUS SIGN
Switch to months.	ALT+=
Move between Calendar , TaskPad , and the Folder List .	CTRL+TAB or F6
Select the previous appointment.	SHIFT+TAB
Go to the previous day.	LEFT ARROW
Go to the next day.	RIGHT ARROW
Go to the same day in the next week.	ALT+DOWN ARROW
Go to the same day in the previous week.	ALT+UP ARROW

–[Day view](#)

To do this	Press
Select the time that begins your work day.	HOME
Select the time that ends your work day.	END
Select the previous block of time.	UP ARROW
Select the next block of time.	DOWN ARROW
Select the block of time at the top of the screen.	PAGE UP
Select the block of time at the bottom of the screen.	PAGE DOWN

Extend or reduce the selected time.	SHIFT+UP ARROW or SHIFT+DOWN ARROW, respectively
Move an appointment up or down.	With the cursor in the appointment, ALT+UP ARROW or ALT+DOWN ARROW, respectively
Change an appointment's start or end time.	With the cursor in the appointment, ALT+SHIFT+UP ARROW or ALT+SHIFT+DOWN ARROW, respectively
Move selected item to the same day in the next week.	ALT+DOWN ARROW
Move selected item to the same day in the previous week.	ALT+UP ARROW

[–Week view](#)

To do this	Press
Go to the start of work hours for the selected day.	HOME
Go to the end of work hours for the selected day.	END
Go up one page view in the selected day.	PAGE UP
Go down one page view in the selected day.	PAGE DOWN
Change the duration of the selected block of time.	SHIFT+LEFT ARROW, SHIFT+RIGHT ARROW, SHIFT+UP ARROW, or SHIFT+DOWN ARROW; or SHIFT+HOME or SHIFT+END

[–Month view](#)

To do this	Press
Go to the first day of the week.	HOME
Go to the same day of the week in the previous page.	PAGE UP
Go to the same day of the week in the next page.	PAGE DOWN

[–Date Navigator](#)

To do this	Press
Go to the first day of the current week.	ALT+HOME
Go to the last day of the current week.	ALT+END
Go to the same day in the previous week.	ALT+UP ARROW
Go to the same day in the next week.	ALT+DOWN ARROW

[–Business Cards view or Address Cards view](#)

[–General use](#)

To do this	Press
Select a specific card in the list.	One or more letters of the name that the card is filed under or the name of the field that you are sorting by
Select the previous card.	UP ARROW
Select the next card.	DOWN ARROW
Select the first card in the list.	HOME
Select the last card in the list.	END
Select the first card on the current page.	PAGE UP
Select the first card on the next page.	PAGE DOWN
Select the closest card in the next column.	RIGHT ARROW
Select the closest card in the previous column.	LEFT ARROW
Select or cancel selection of the active card.	CTRL+SPACEBAR
Extend the selection to the previous card and cancel selection of cards after the starting point.	SHIFT+UP ARROW
Extend the selection to the next card and cancel selection of cards before the starting	SHIFT+DOWN ARROW

point.

Extend the selection to the previous card, regardless of the starting point. CTRL+SHIFT+UP ARROW

Extend the selection to the next card, regardless of the starting point. CTRL+SHIFT+DOWN ARROW

Extend the selection to the first card in the list. SHIFT+HOME

Extend the selection to the last card in the list. SHIFT+END

Extend the selection to the first card on the previous page. SHIFT+PAGE UP

Extend the selection to the last card on the last page. SHIFT+PAGE DOWN

[–Move between fields in an open card](#)

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

To do this	Press
Move to the next field and control.	TAB
Move to the previous field and,control.	SHIFT+TAB
Close the active card.	ENTER

[–Move between characters in a field](#)

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

To do this	Press
Add a line in a multiline field.	ENTER
Move to the beginning of a line.	HOME
Move to the end of a line.	END

Move to the beginning of a multiline field.	PAGE UP
Move to the end of a multiline field.	PAGE DOWN
Move to the previous line in a multiline field.	UP ARROW
Move to the next line in a multiline field.	DOWN ARROW
Move to the previous character in a field.	LEFT ARROW
Move to the next character in a field.	RIGHT ARROW

–[Timeline view \(Tasks or Journal\)](#)

–[When an item is selected](#)

To do this	Press
Select the previous item.	LEFT ARROW
Select the next item.	RIGHT ARROW
Select several adjacent items.	SHIFT+LEFT ARROW or SHIFT+RIGHT ARROW
Select several nonadjacent items.	CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACEBAR
Open the selected items.	ENTER
Select the first item on the timeline (if items are not grouped) or the first item in the group.	HOME
Select the last item on the timeline (if items are not grouped) or the last item in the group.	END
Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group.	CTRL+HOME
Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group.	CTRL+END

–When a group is selected

To do this	Press
Expand the group.	ENTER or RIGHT ARROW
Collapse the group.	ENTER or LEFT ARROW
Select the previous group.	UP ARROW
Select the next group.	DOWN ARROW
Select the first group on the timeline.	HOME
Select the last group on the timeline.	END
Select the first item on screen in an expanded group or the first item off screen to the right.	RIGHT ARROW

–When a unit of time on the time scale for days is selected

To do this	Press
Move back in increments of time that are the same as those shown on the time scale.	LEFT ARROW
Move forward in increments of time that are the same as those shown on the time scale.	RIGHT ARROW
Switch between active view, To-Do Bar, Search, Journal folders and back to active view.	TAB and SHIFT+TAB