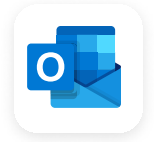


Outlook Keyboard Shortcuts Cheat Sheet

These are the keyboard shortcuts for *Classic Outlook on Windows*



Name	Key	Action
New message	Ctrl + Shift + M	Create a new message from any Outlook view. From the Mail view, Ctrl + N also works.
Send	Alt + S	Send a message. Ctrl + Enter also works.
Reply	Ctrl + R	Reply to a message.
Reply All	Ctrl + Shift + R	Select the Reply All option.
Forward	Ctrl + F	Forward a message.
Delete	Delete	Delete a message (or task, or meeting, depending on what is selected).
Check messages	Ctrl + M	Check for new messages.
Previous message	↑ (up arrow key)	Go to the previous message.
Next message	↓ (down arrow key)	Go to the next message.
Create folder	Ctrl + Shift + E	Create a new folder.
Go to folder	Ctrl + Y	Go to a different folder.
Go to Home	Alt + H	Open the Home tab.
Search	Ctrl + E	Go to the Search box.
Switch to Inbox	Ctrl + Shift + I	Switch to Inbox.
Switch to Outbox	Ctrl + Shift + O	Switch to Outbox.

Name	Key	Action
Mark unread	Ctrl + U	Mark a message as unread.
Mark read	Ctrl + Q	Mark a message as read.
Open	Ctrl + O	Open a received message.
Print message	Ctrl + P	Print an item.
Download	Ctrl + Alt + M	Mark an item for download.
Mail view	Ctrl + 1	Switch to the Mail view.
Calendar view	Ctrl + 2	Switch to the Calendar view.
Create appointment	Ctrl + Shift + A	Create an appointment from any Outlook view. From the Calendar view, Ctrl + N also works.
Create meeting	Ctrl + Shift + Q	Create a meeting request.
Calendar daily view	Alt + H + R	Switch to the single Daily view.
Calendar full week view	Alt + Minus sign (-)	Switch to the Full Week (7 day) view.
Calendar month view	Alt + Equal sign (=)	Switch to the Month view.
Open appointment	Alt + O	Open an appointment when the reminder appears.
Delete reminder	Alt + D	Delete a reminder when it appears.

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