

OUTLOOK KEYBOARD SHORTCUTS



Command

Shortcut Key

Email

Go to Mail	Control + 1
Compose new message	Control + N
Reply to an email	Control + R
Forward an email.....	Control + F
Flag email for to-do	Insert key
Spell check	F7
Search	Control + E
Clear search results	ESC

Calendar

Go to Calendar.....	Control + 2
Add appointment.....	Control + N
Go to date	Control + G
Move to next month.....	Alt + Page down

Contacts

Go to Contacts	Control + 3
Create new contact	Control + N
Select all contacts	Control + A

Tasks

Go to Tasks	Control + 4
Create new task	Control + N