








Quick Reference Card: Use the keyboard to work in Outlook

Keyboard shortcuts to move around Outlook

-  Press CTRL+1 for Mail
-  Press CTRL+2 for Calendar
-  Press CTRL+3 for Contacts
-  Press CTRL+4 for Tasks
-  Press CTRL+5 for Notes
-  Press CTRL+6 for Folder List
-  Press CTRL+7 for Shortcuts


Shortcuts for Mail

| Action | Keyboard Shortcut |
|--|---|
| Move between panes in window | F6 (SHIFT+F6 to go backwards) |
| Move between folders | CTRL+Y |
| Open a new message | CTRL+SHIFT+M or CTRL+N |
| Move around fields in a new Message window | TAB (or SHIFT+TAB) |
| Look up an e-mail address | CTRL+SHIFT+B |
| Check the validity of an address that you've typed | CTRL+K |
| Format selected text | Use standard formatting shortcuts, for example, CTRL+B for bold |
| Send message | ALT+S |
| Open next item | CTRL+COMMA |
| Open previous item | CTRL+PERIOD |
| Reply to a message | CTRL+R |
| Reply All | CTRL+SHIFT+R |
| Forward a message | CTRL+F |
| Delete a message | CTRL+D |
| Permanently delete a message | SHIFT+DELETE |
| Move a message | CTRL+SHIFT+V |
| Move around a folder tree | The arrow keys |
| Create a new folder | CTRL+SHIFT+E |

Shortcuts for Attachments

Add an attachment On the **Insert** menu (ALT+I) use the **File** command (F).

Add another e-mail message as an attachment with Word as your e-mail editor

- Open a new message (CTRL+SHIFT+M).
- Press CTRL+TAB to get to the **Mail** toolbar.
- Use either the TAB or RIGHT ARROW keys to move the focus to the **Insert File** button .
- Press the DOWN ARROW key.
- Now either press E or the DOWN ARROW key and ENTER to select **Item**.
- Find the message you want to attach, then select **OK**.

Add another e-mail message as an attachment if Word isn't your e-mail editor On the **Insert** menu (ALT+I) use the **Item** command (E).

Open an attachment from a closed message In a folder, select the message which has the attachment, press SHIFT+F10, select **View Attachments** by pressing H, use the ARROW keys to select the required attachments (there could be more than one), then press ENTER to open the attachment.

Read an attachment in an RTF message The attachment will appear in the body of the message. Move to the attachment using the arrow keys, select it using SHIFT+ arrow key, press SHIFT+F10 to open the shortcut menu, select **Open** by pressing O.

Read an attachment in plain text or HTML messages From the open message, press SHIFT+TAB to move into the attachment area of the message header, select the attachment with SHIFT+LEFT ARROW key, press SHIFT+F10 to display the shortcut menu, type O for **Open**.

Save an attachment From the open message, use the **Save Attachments** command (N) on the **File** menu (ALT+F).

Shortcuts for Calendar

| Action | Keyboard Shortcut |
|--|--|
| Change calendar to week | ALT+HYPHEN |
| Change calendar to month | ALT+EQUAL SIGN |
| Change calendar to see specific number of days | ALT+ number of days (for example, ALT+5 shows five days) |
| Move to a specific date | CTRL+G |
| Create a new appointment | CTRL+SHIFT+A or CTRL+N |
| Create a new meeting request | CTRL+SHIFT+Q |
| Send a meeting request | ALT+S |
| Save and close an appointment | ALT+S |
| Accept a meeting request | ALT+C |
| Tentatively accept a meeting request | ALT+N |
| Decline a meeting request | ALT+D |
| Delete a meeting request | CTRL+D |

Shortcuts for Contacts

| Action | Keyboard Shortcut |
|--------------------------|-------------------|
| Create a new contact | CTRL+SHIFT+C |
| Find a contact | F11 |
| Save and close a contact | ALT+S |
| Delete a contact | CTRL+D |