

# Cheatsheet: Microsoft Outlook Shortcuts

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## Here is a list of Microsoft Outlook Shortcut Keys

While typing, sorting, scheduling, planning e-mails, shortcut keys save valuable time. Use the shortcut keys to quickly and efficiently navigate through Outlook.

| This Shortcut | Creates One of These |
|---------------|----------------------|
| Ctrl+Shift+A  | Appointment          |
| Ctrl+Shift+C  | Contact              |
| Ctrl+Shift+L  | Distribution list    |
| Ctrl+Shift+E  | Folder               |
| Ctrl+Shift+M  | Email message        |
| Ctrl+Shift+N  | Note                 |
| Ctrl+Shift+K  | Task                 |
| Ctrl+Shift+Q  | Meeting request      |

| This Shortcut | Switches To |
|---------------|-------------|
| Ctrl+1        | Mail        |
| Ctrl+2        | Calendar    |
| Ctrl+3        | Contacts    |
| Ctrl+4        | Tasks       |
| Ctrl+5        | Notes       |
| Ctrl+6        | Folder List |
| Ctrl+7        | Shortcuts   |
| Ctrl+8        | Journal     |

| This Shortcut       | Helps You Do This    |
|---------------------|----------------------|
| Ctrl+S or Shift+F12 | Save                 |
| Alt+S               | Save and close; Send |
| F12                 | Save As              |
| Ctrl+Z              | Undo                 |
| Ctrl+D              | Delete               |
| Ctrl+P              | Print                |
| F7                  | Check spelling       |
| Ctrl+Shift+V        | Move to folder       |
| Ins                 | Mark complete        |
| Ctrl+F              | Forward              |

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