



First Choice Business Support

MS OUTLOOK KEYBOARD SHORTCUTS	
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
Go to a folder	CTRL+Y
Copy	CTRL+C
Paste	CTRL+V
Delete an e-mail message, contact, calendar item, or task	CTRL+D
Mark an e-mail message as read	CTRL+Q
Open a new contact	CTRL+SHIFT+C
Open a new meeting request	CTRL+SHIFT+Q
Open a new task	CTRL+SHIFT+K
Open an new appointment	CTRL+SHIFT+A
Open an new e-mail message	CTRL+SHIFT+M
Open the address book	CTRL+SHIFT+B
Print	CTRL+P
Select all	CTRL+A
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Undo	CTRL+Z
Check Spelling	F7
Send a message	ALT+S
Flag for follow-up	CTRL+SHIFT+G
Reply to a message	CTRL+R
Reply all to a message	CTRL+SHIFT+R
Compose a new message	CTRL+N
Open a received message	CTRL+O
Accept a meeting request	ALT+C
Decline a meeting request	ALT+D