

# Keyboard shortcuts for Microsoft Outlook 2013 and 2016

This reference article provides a comprehensive list of all keyboard shortcuts for Microsoft Outlook 2013 and 2016 (desktop version). Shortcuts are grouped by functionality; for example, you'll find shortcuts for moving around in Outlook under "Navigation". As you might guess, you'll find some shortcuts listed more than once.

To find links to keyboard shortcuts for other Microsoft products, go to [Office Accessibility Center](#).

## Note:

- Keys that should be pressed at the same time are joined with a plus sign (+). Keys that you should press in sequence are joined by a comma (,). Thus, the keyboard shortcut Alt+H, M+R means press Alt and H together to open the Home tab on the ribbon, and then press letters M and R together to open a new Meeting Request.

## Frequently used shortcuts

The following shortcuts are the most frequently used in Outlook 2013 and 2016.

To do this	Press
Close	Alt+F, then X
Go to Home tab	Alt+H
New mail message	Ctrl+N
Send	Alt+S
Insert file in a message	Alt+H, then AF
Zoom	Ctrl+Plus(+), Ctrl+Minus(-)
Delete selected item	Ctrl+D
Go to Search box	F3 or Ctrl+E
Reply	Ctrl+R
Forward	Ctrl+F
Reply All	Ctrl+Shift+R
Start Send/Receive for folders and groups	F9
Go to Calendar	Ctrl+2
Create appointment	Alt+H, then N1
Move to folder	Alt+H, then MV. Use Down Arrow to select folder.
Attachment Save As	From the message that contains the attachment, press Alt+JA, then AA.

## Work in Outlook

### Move around in Inbox and between Outlook views

To do this	Press
Go to the Search box.	F3 or Ctrl+E
In the Reading Pane, go to the previous message.	Alt+Up Arrow, or Ctrl+Comma, or Alt+Page Up
In the Reading Pane, page down through text.	Spacebar
In the Reading Pane, page up through text.	Shift+Spacebar
Move between regions in Outlook, such as the Folder Pane, the main Outlook window, the Reading Pane, and the To-Do Bar.	Ctrl+Shift+Tab, or Shift+Tab
Move between regions in Outlook, such as the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar.	Tab
Move between regions in Outlook, such as the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar, and show the access keys in the Outlook ribbon.	F6
Move around message header lines in the Folder Pane or an open message.	Ctrl+Tab
Move around within the Folder Pane.	Arrow keys
Go to a different folder.	Ctrl+Y
Collapse or expand a group in the email message list.	Left Arrow or Right Arrow, respectively

### Switch to a different Outlook view (Mail, Calendar, Contacts, and so on)

To do this	Press
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
Switch to Folder List in Folder Pane.	Ctrl+6
Switch to Shortcuts.	Ctrl+7
Switch to next message (with message open).	Ctrl+Period
Switch to previous message (with message open).	Ctrl+Comma
Go back to previous view in main Outlook window.	Alt+B or Alt+Left Arrow
Go forward to next view in main Outlook window.	Alt+Right Arrow
Select the InfoBar and, if available, show the menu of commands.	Ctrl+Shift+W

### Search in any Outlook view (Mail, Calendar, etc)

To do this	Press
Go to Search box.	F3 or Ctrl+E
Clear the search results.	Esc
Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.	Ctrl+Alt+A

To do this	Press
Use Advanced Find.	Ctrl+Shift+F
Create a Search Folder.	Ctrl+Shift+P
Search for text within an open item.	F4
Find and replace text and symbols in the Reading Pane.	Ctrl+H
Expand search to include items from the current folder.	Ctrl+Alt+K
Expand search to include subfolders.	Ctrl+Alt+Z

## Format text

To do this	Press
Cut.	Ctrl+X or Shift+Delete
Copy.	Ctrl+C or Ctrl+Insert
Paste.	Ctrl+V or Shift+Insert
Undo.	Ctrl+Z or Alt+Backspace
Bold.	Ctrl+B
Italic.	Ctrl+I
Underline	Ctrl+U
Add bullets.	Ctrl+Shift+L
Display the Format menu.	Alt+O
Display the Font dialog box.	Ctrl+Shift+P
Switch case (with text selected).	Shift+F3
Format letters as small capitals.	Ctrl+Shift+K
Increase indent.	Ctrl+T
Decrease indent.	Ctrl+Shift+T
Left align text.	Ctrl+L
Center text.	Ctrl+E
Right align text.	Ctrl+R
Stretch a paragraph to fit between the margins.	Ctrl+Shift+J
Increase font size.	Ctrl+] or Ctrl+Shift+>
Decrease font size.	Ctrl+[ or Ctrl+Shift+<
Clear formatting.	Ctrl+Shift+Z or Ctrl+Spacebar
Delete the next word.	Ctrl+Shift+H
Apply paragraph or heading styles.	Ctrl+Shift+S
Create a hanging indent.	Ctrl+T
Insert a hyperlink.	Ctrl+K
Reduce a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q

## Print

To do this	Press
Open Print tab in Backstage view.	Press Alt+F, and then press P
To print an item from an open window.	Alt+F, press P, and then press F and press 1
Open Page Setup from Print Preview.	Alt+S or Alt+U

To do this	Press
To select a printer from Print Preview.	Alt+F, press P, and then press I
To Define Print Styles.	Alt+F, press P, and then press L
To open Print Options.	Alt+F, press P, and then press R

### Add or edit links

To do this	Press
Edit a URL in the body of an item.	Hold down Ctrl and click the mouse button.
Insert a hyperlink.	Ctrl+K

### Create an item or file

To do this	Press
Create an appointment.	Ctrl+Shift+A
Create a contact.	Ctrl+Shift+C
Create a contact group.	Ctrl+Shift+L
Create a fax.	Ctrl+Shift+X
Create a folder.	Ctrl+Shift+E
Create a meeting request.	Ctrl+Shift+Q
Create a message.	Ctrl+Shift+M
Create a note.	Ctrl+Shift+N
Create a Microsoft Office document.	Ctrl+Shift+H
Post to this folder.	Ctrl+Shift+S
Post a reply in this folder.	Ctrl+T
Create a Search Folder.	Ctrl+Shift+P
Create a task.	Ctrl+Shift+K
Create a task request.	Ctrl+Shift+U

## Mail

### Frequently used mail shortcuts

To do this	Press
Switch to Mail.	Ctrl+1
Send.	Alt+S or Ctrl+Enter
Reply to a message.	Ctrl+R
Reply all to a message.	Ctrl+Shift+R
Forward a message.	Ctrl+F
Create a message (when in Mail).	Ctrl+N
Create a message (from any Outlook view).	Ctrl+Shift+M
Open a received message.	Ctrl+O
Mark as read.	Ctrl+Q
Mark as unread.	Ctrl+U
Go to the previous message.	Up Arrow

To do this	Press
Go to the next message.	Down Arrow

## Other mail shortcuts

To do this	Press
Add a Quick Flag to an unopened message.	Insert
Apply Normal style.	Ctrl+Shift+N
Check for new messages.	Ctrl+M or F9
Check names.	Ctrl+K
Choose the account from which to send a message.	Ctrl+Tab (with focus on the To box), and then Tab to the Accounts button
Clear Mark for Download.	Ctrl+Alt+U
Create a multimedia message	Ctrl+Shift+U
Delete and Ignore a Conversation.	Ctrl+Shift+D
Display blocked external content (in a message).	Ctrl+Shift+I
Display Send/Receive progress.	Ctrl+B (when a Send/Receive is in progress)
Display the Flag for Follow Up dialog box.	Ctrl+Shift+G
Find next.	Shift+F4
Find or replace.	F4
Forward as attachment.	Ctrl+Alt+F
Mark a message as not junk.	Ctrl+ Alt+J
Mark for Download.	Ctrl+Alt+M
Open the Address Book.	Ctrl+Shift+B
Open the Mail Tip in the selected message.	Ctrl+Shift+W
Post to a folder.	Ctrl+ Shift+S
Print.	Ctrl+P
Reply with meeting request.	Ctrl+Alt+R
Show the properties for the selected item.	Alt+Enter

## Calendar

### Frequently used calendar shortcuts

To do this	Press
Switch to Calendar	Ctrl+2
Create an appointment (when in Calendar).	Ctrl+N
Create an appointment (in any Outlook view).	Ctrl+Shift+A
Create a meeting request.	Ctrl+Shift+Q
Forward an appointment or meeting.	Ctrl+F
Reply to a meeting request with a message.	Ctrl+R
Reply All to a meeting request with a message.	Ctrl+Shift+R
Go to a date.	Ctrl+G

## Other calendar shortcuts

To do this	Press
Show 1 day in the calendar.	Alt+1
Show 2 days in the calendar.	Alt+2
Show 3 days in the calendar.	Alt+3
Show 4 days in the calendar.	Alt+4
Show 5 days in the calendar.	Alt+5
Show 6 days in the calendar.	Alt+6
Show 7 days in the calendar.	Alt+7
Show 8 days in the calendar.	Alt+8
Show 9 days in the calendar.	Alt+9
Show 10 days in the calendar.	Alt+0
Switch to Month view.	Alt+= or Ctrl+Alt+4
Switch to Full Week view.	Alt+Minus Sign or Ctrl+Alt+3
Switch to Work Week view.	Ctrl+Alt+2
Go to the next day.	Ctrl+Right Arrow
Go to the next week.	Alt+Down Arrow
Go to the next month.	Alt+Page Down
Go to the previous day.	Ctrl+Left Arrow
Go to the previous week.	Alt+Up Arrow
Go to the previous month.	Alt+Page Up
Go to the start of the week.	Alt+Home
Go to the end of the week.	Alt+End
Go to previous appointment.	Ctrl+Comma or Ctrl+Shift+Comma
Go to next appointment.	Ctrl+Period or Ctrl+Shift+Period
Set up recurrence for an open appointment or meeting.	Ctrl+G

See also under Views: Calendar Day/Week/Month view, and Date Navigator.

## Contacts

To do this	Press
Find a contact.	F11
Dial a new call.	Ctrl+Shift+D
Find a contact or other item (Search).	F3 or Ctrl+E
Enter a name in the Search Address Books box.	F11
In Table or List view of contacts, go to first contact that starts with a specific letter.	Shift+letter
Select all contacts.	Ctrl+A
Create a message with selected contact as subject.	Ctrl+F
Create a contact (when in Contacts).	Ctrl+N
Create a contact (from any Outlook view).	Ctrl+Shift+C
Open a contact form for the selected contact.	Ctrl+O
Create a contact group.	Ctrl+Shift+L
Print.	Ctrl+P
Update a list of contact group members.	F5

To do this	Press
Go to a different folder.	Ctrl+Y
Open the Address Book.	Ctrl+Shift+B
Use Advanced Find.	Ctrl+Shift+F
In an open contact, open the next contact listed.	Ctrl+Shift+Period
Close a contact.	ESC
Send a fax to the selected contact.	Ctrl+Shift+X
Open the Check Address dialog box.	Alt+D
In a contact form, under Internet, display the Email 1 information.	Alt+Shift+1
In a contact form, under Internet, display the Email 2 information.	Alt+Shift+2
In a contact form, under Internet, display the Email 3 information.	Alt+Shift+3

## Electronic Business Cards

### Frequently used shortcuts for Electronic Business Cards

To do this	Press
Open the Add list.	Alt+A
Select text in Label box when the field with a label assigned is selected.	Alt+B
Open the Add Card Picture dialog box.	Alt+C
Place cursor at beginning of Edit box.	Alt+E
Select the Fields box.	Alt+F
Select the Image Align drop-down list.	Alt+G
Select color palette for background.	Alt+K, then Enter
Select Layout drop-down list.	Alt+L
Remove a selected field from the Fields box.	Alt+R

### Select items in Business Cards view

To do this	Press
Select a specific card in the list.	One or more letters of the name that the card is filed under or the name of the field that you are sorting by
Select the previous card.	Up Arrow
Select the next card.	Down Arrow
Select the first card in the list.	Home
Select the last card in the list.	End
Select the first card on the current page.	Page Up
Select the first card on the next page.	Page Down
Select the closest card in the next column.	Right Arrow
Select the closest card in the previous column.	Left Arrow
Select or cancel selection of the active card.	Ctrl+Spacebar
Extend the selection to the previous card and cancel selection of cards after the starting point.	Shift+Up Arrow

To do this	Press
Extend the selection to the next card and cancel selection of cards before the starting point.	Shift+Down Arrow
Extend the selection to the previous card, regardless of the starting point.	Ctrl+Shift+Up Arrow
Extend the selection to the next card, regardless of the starting point.	Ctrl+Shift+Down Arrow
Extend the selection to the first card in the list.	Shift+Home
Extend the selection to the last card in the list.	Shift+End
Extend the selection to the first card on the previous page.	Shift+Page Up
Extend the selection to the last card on the last page.	Shift+Page Down

### Move between fields in an open card

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

To do this	Press
Move to the next field and control.	Tab
Move to the previous field and control.	Shift+Tab
Close the active card.	Enter

### Move between characters in a field

To use the following keys, make sure a field in a card is selected. To select a field when a card is selected, click the field.

To do this	Press
Add a line in a multiline field.	Enter
Move to the beginning of a line.	Home
Move to the end of a line.	End
Move to the beginning of a multiline field.	Page Up
Move to the end of a multiline field.	Page Down
Move to the previous line in a multiline field.	Up Arrow
Move to the next line in a multiline field.	Down Arrow
Move to the previous character in a field.	Left Arrow
Move to the next character in a field.	Right Arrow

## Tasks

### Frequently used shortcuts for Tasks

To do this	Press
Accept a task request.	Alt+C

To do this	Press
Decline a task request.	Alt+D
Find a task or other item.	Ctrl+E
Open the Go to Folder dialog box.	Ctrl+Y
Create a task (when in Tasks).	Ctrl+N
Create a task (from any Outlook view).	Ctrl+Shift+K
Open selected item.	Ctrl+O
Print selected item.	Ctrl+P
Select all items.	Ctrl+A
Delete selected item.	Ctrl+D
Forward a task as an attachment.	Ctrl+F
Create a task request.	Ctrl+Shift+Alt+U
Switch between the Folder Pane, Tasks list, and To-Do Bar.	Tab or Shift+Tab
Undo last action.	Ctrl+Z
Flag an item or mark complete.	Insert

## Work with Task items in Timeline view

When an item is selected

To do this	Press
Select the previous item.	Left Arrow
Select the next item.	Right Arrow
Select several adjacent items.	Shift+Left Arrow or Shift+Right Arrow
Select several nonadjacent items.	Ctrl+Left Arrow+Spacebar or Ctrl+Right Arrow+Spacebar
Open the selected items.	Enter
Select the first item on the timeline (if items are not grouped) or the first item in the group.	Home
Select the last item on the timeline (if items are not grouped) or the last item in the group.	End
Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group.	Ctrl+Home
Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group.	Ctrl+End

When a group is selected

To do this	Press
Expand the group.	Enter or Right Arrow
Collapse the group.	Enter or Left Arrow
Select the previous group.	Up Arrow
Select the next group.	Down Arrow
Select the first group on the timeline.	Home
Select the last group on the timeline.	End

To do this	Press
Select the first item on screen in an expanded group or the first item off screen to the right.	Right Arrow

When a unit of time on the time scale for days is selected

To do this	Press
Move back in increments of time that are the same as those shown on the time scale.	Left Arrow
Move forward in increments of time that are the same as those shown on the time scale.	Right Arrow
Switch between active view, To-Do Bar, Search and back to active view.	Tab and Shift+Tab

## Groups

### Work with groups

To do this	Press
Expand a single selected group.	Right Arrow
Collapse a single selected group.	Left Arrow
Select the previous group.	Up Arrow
Select the next group.	Down Arrow
Select the first group.	Home
Select the last group.	End
Select the first item on screen in an expanded group or the first item off screen to the right.	Right Arrow

### Send/Receive folders and groups

To do this	Press
Start a send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you define.	F9
Start a send/receive for the current folder, retrieving full items (header, item, and any attachments).	Shift+F9
Start a send/receive.	Ctrl+M
Define Send/Receive groups.	Ctrl+Alt+S

## Views in Outlook

### Table view

To do this	Press
Open an item.	Enter
Select all items.	Ctrl+A
Go to the item at the bottom of the screen.	Page Down
Go to the item at the top of the screen.	Page Up

To do this	Press
Extend or reduce the selected items by one item.	Shift+Up Arrow or Shift+Down Arrow, respectively
Go to the next or previous item without extending the selection.	Ctrl+Up Arrow or Ctrl+Down Arrow, respectively
Select or cancel selection of the active item.	Ctrl+Spacebar

## Calendar views

To do this	Press
View from 1 through 9 days.	Alt+key for number of days
View 10 days.	Alt+0 (zero)
Switch to weeks.	Alt+Minus Sign
Switch to months.	Alt+=
Move between Calendar, TaskPad, and the Folder List.	Ctrl+Tab or F6
Select the previous appointment.	Shift+Tab
Go to the previous day.	Left Arrow
Go to the next day.	Right Arrow
Go to the same day in the next week.	Alt+Down Arrow
Go to the same day in the previous week.	Alt+Up Arrow

## Day view

To do this	Press
Select the time that begins your work day.	HOME
Select the time that ends your work day.	END
Select the previous block of time.	Up Arrow
Select the next block of time.	Down Arrow
Select the block of time at the top of the screen.	Page Up
Select the block of time at the bottom of the screen.	Page Down
Extend or reduce the selected time.	Shift+Up Arrow or Shift+Down Arrow, respectively
Move an appointment up or down.	With the cursor in the appointment, Alt+Up Arrow or Alt+Down Arrow, respectively
Change an appointment's start or end time.	With the cursor in the appointment, Alt+Shift+Up Arrow or Alt+Shift+Down Arrow, respectively
Move selected item to the same day in the next week.	Alt+Down Arrow
Move selected item to the same day in the previous week.	Alt+Up Arrow

## Week view

To do this	Press
Go to the start of work hours for the selected day.	Home

To do this	Press
Go to the end of work hours for the selected day.	End
Go up one page view in the selected day.	Page Up
Go down one page view in the selected day.	Page Down
Change the duration of the selected block of time.	Shift+Left Arrow, Shift+Right Arrow, Shift+Up Arrow, or Shift+Down Arrow; or Shift+Home or Shift+End

#### Month view

To do this	Press
Go to the first day of the week.	Home
Go to the same day of the week in the previous page.	Page Up
Go to the same day of the week in the next page.	Page Down

#### Date Navigator

To do this	Press
Go to the first day of the current week.	Alt+Home
Go to the last day of the current week.	Alt+End
Go to the same day in the previous week.	Alt+Up Arrow
Go to the same day in the next week.	Alt+Down Arrow