Outlook 2013 Keyboard Shortcuts and Hotkeys

Outlook 2013 offers keyboard shortcuts and hotkeys so you can manage e-mail, appointments, calendars, and contacts. The shortcuts in Outlook 2013 help you make appointments, contact groups, and e-mails. Hotkeys help you use the Save As and spell check commands. You also can switch to Tasks, Notes, a folder list, and more.

Basic navigation

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
Move between the Folder Pane, the main Outlook window, the Reading Pane, and the To-Do Bar.	Ctrl+Shift+Tab or Shift+Tab
Move between the Outlook window, the smaller panes in the Folder Pane, the Reading Pane, and the sections in the To-Do Bar.	Tab
Move between 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
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

Collapse or expand a group in the email message list.

Left Arrow or Right
Arrow, respectively

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

To do this	Press
Find a message or other item.	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
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, symbols, or some formatting commands. Works in the Reading Pane on an open item.	Ctrl+H
Expand search to include items from the current folder.	Ctrl+Alt+K
Expand search to include subfolders.	Ctrl+Alt+Z

Flags

To do this Press

Open the Flag for Follow Up dialog box to assign a flag. Ctrl+Shift+G

Color Categories

To do this Press

Delete the selected category from the list in the Color Categories dialog box. Alt+D

Create an item or file

To do this	Press
Create an appointment.	Ctrl+Shift+A
Create a contact.	Ctrl+Shift+C

Ctrl+Shift+L Create a contact group. 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 Ctrl+Shift+U Create a task request.

Command commands in most items

To do this **Press** Ctrl+S or Shift+F12 Save (except in Tasks). Save and close (except in Mail). Alt+SF12 Save as (only in Mail). Undo. Ctrl+Z or Alt+Backspace Delete an item. Ctrl+D Print. Ctrl+P Copy an item. Ctrl+Shift+Y Move an item. Ctrl+Shift+V Check names. Ctrl+K Check spelling. F7 Flag for follow-up. Ctrl+Shift+G Forward. Ctrl+F Send or post or invite all. Alt+SEnable editing in a field (except in Mail or Icon view). F2 Left align text. Ctrl+L

Mail

Center text.

Right align text.

To do this Press

Ctrl+E Ctrl+R Switch to **Inbox**. Ctrl+Shift+I Switch to **Outbox**. Ctrl+Shift+O

Choose the account from which to send Ctrl+Tab (with focus on the To box), and then Tab to

a message. the **Accounts** button

Check names. Ctrl+K Send. Alt+S Ctrl+R Reply to a message.

Ctrl+Shift+R Reply all to a message. Reply with meeting request. Ctrl+Alt+R Forward a message. Ctrl+F

Mark a message as not junk. Ctrl+ Alt+J

Display blocked external content (in a

message).

Ctrl+Shift+I

Post to a folder. Ctrl+ Shift+S Apply Normal style. Ctrl+Shift+N Check for new messages. Ctrl+M or F9 Go to the previous message. Up Arrow Go to the next message. Down Arrow Ctrl+N

Create a message (when in Mail).

Create a message (from any Outlook

view).

Ctrl+Shift+M

Open a received message. Ctrl+O

Ctrl+Shift+D Delete and Ignore a Conversation. Open the Address Book. Ctrl+Shift+B

Add a Quick Flag to an unopened

message.

Insert

Display the Flag for Follow Up dialog

box.

Ctrl+Shift+G

Ctrl+O Mark as read. Mark as unread. Ctrl+U

Open the Mail Tip in the selected

message.

Ctrl+Shift+W

Find or replace. F4

Find next. Shift+F4 Send. Ctrl+Enter Print. Ctrl+P Ctrl+F Forward. Forward as attachment. Ctrl+Alt+F Show the properties for the selected

item.

Alt+Enter

Create a multimedia message Ctrl+Shift+U
Mark for Download. Ctrl+Alt+M
Clear Mark for Download. Ctrl+Alt+U

Display Send/Receive progress. Ctrl+B (when a Send/Receive is in progress)

Calendar

To do this Press

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

Show 1 day in the calendar. Alt+1Show 2 days in the calendar. Alt+2Show 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 Alt+7 Show 7 days in the calendar. Show 8 days in the calendar. Alt+8Alt+9 Show 9 days in the calendar. Show 10 days in the calendar. Alt+0 Ctrl+G Go to a date.

Switch to Month view. Alt = or Ctrl + Alt + 4Go 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 Alt+Up Arrow Go to the previous week. 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

Switch to Full Week view. Alt+Minus Sign or Ctrl+Alt+3

Switch to Work Week view. Ctrl+Alt+2

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.

People

To do this	Press
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
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
Find a contact.	F11
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

In the Electronic Business Cards dialog box

	To do this	Press
Onen the Add list		Λ 1+ + Λ

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

Tasks

To do this **Press** Alt+C Accept a task request. Decline a task request. Alt+D Find a task or other item. Ctrl+E Open the **Go to Folder** dialog box. Ctrl+Y Ctrl+N Create a task (when in Tasks). Ctrl+Shift+K Create a task (from any Outlook view). 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

Format text

To do this

Display the Format menu.

Display the Font dialog box.

Ctrl+Shift+P

Switch case (with text selected).

Format letters as small capitals.

Ctrl+Shift+K

Make letters bold.

Ctrl+B

Add bullets. Ctrl+Shift+L

Make letters italic. Ctrl+I
Increase indent. Ctrl+T

Decrease indent. Ctrl+Shift+T

Left align. Ctrl+L
Center. Ctrl+E
Underline. Ctrl+U

Increase font size. Ctrl+] or Ctrl+Shift+>
Decrease font size. Ctrl+[or Ctrl+Shift+<
Cut. Ctrl+X or Shift+Delete

Ctrl+C or Ctrl+Insert

Copy.

Note Ctrl+Insert is not available in the Reading

Pane.

Paste. Ctrl+V or Shift+Insert

Clear formatting. Ctrl+Shift+Z or Ctrl+Spacebar

Delete the next word. Ctrl+Shift+H

Stretch a paragraph to fit between the

margins.

Ctrl+Shift+J

Apply styles. Ctrl+Shift+S

Create a hanging indent.

Ctrl+T

Insert a hyperlink.

Ctrl+K

Left align a paragraph.

Ctrl+L

Right align a paragraph.

Ctrl+R

Reduce a hanging indent. Ctrl+Shift+T

Remove paragraph formatting. Ctrl+Q

Printing

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 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