



1	Switch to Mail	Ctrl + 1
2	Switch to Calendar	Ctrl + 2
3	Switch to Contacts	Ctrl + 3
4	Switch to Tasks	Ctrl + 4
5	Switch to Notes	Ctrl + 5
6	Switch to Folder List in the Folder pane	Ctrl + 6
7	Switch to Shortcuts	Ctrl + 7
8	Create a new appointment	Ctrl + Shift + A
9	Create a new contact	Ctrl + Shift + C
10	Create a new contact group	Ctrl + Shift + L
11	Create a new task	Ctrl + Shift + K
12	Create a new note	Ctrl + Shift + N
13	Create a new Microsoft Office document	Ctrl + Shift + H
14	Create a new email message	Ctrl + Shift + M
15	Flag a message for follow-up	Ctrl + Shift + G
16	Forward a message	Ctrl + F
17	Send a message	Ctrl + Enter
18	Reply to a message	Ctrl + R
19	Reply all to a message	Ctrl + Shift + R
20	Check for a new e-mail	Ctrl + M or F9
21	Open a received message	Ctrl + O
22	Mark a message as read	Ctrl + Q
23	Create a new folder	Ctrl + Shift + E
24	Change the number of calendar days that display	Alt + (any number from 1-10)
25	Go to different folder	Ctrl + Y
26	Find a message or other item (Go to Search box)	Ctrl + E
27	Expand search to include items from the current folder	Ctrl + Alt + K
28	Expand search to include subfolders	Ctrl + Alt + Z
29	Use Advance find	Ctrl + Shift + F
30	Create a meeting request	Ctrl + Shift + Q
31	Create a search folder	Ctrl + Shift + P
32	Create a task request	Ctrl + Shift + U
33	Open address book	Ctrl + Shift + B
34	Forward as attachment	Ctrl + Alt + F
35	Check names	Ctrl + K
36	In the Reading Pane, page down through text	Spacebar
37	In the Reading Pane, page up through text	Shift + Spacebar
38	Create a message (when in Mail)	Ctrl + N
39	Create a message (from any Outlook view)	Ctrl + Shift + M
40	Mark as unread	Ctrl + U
41	Print an item	Ctrl + P
42	Delete an item	Ctrl + D
43	Copy an item	Ctrl + Shift + Y
44	Move an item	Ctrl + Shift + V
45	Expand or collapse the ribbon	Ctrl + F1
46	Help	F1
47	Check spelling	F7
48	Send and Receive	F9
49	Display the Find Bar	F3
50	Save As (only in mail)	F12