

| Keystroke | Function |
|------------------|---|
| Alt + . (period) | Open the Address Book with the To field selected |
| Alt + A | Open the Action drop-down menu |
| Alt + B | Open the Address Book with the BCC field selected |
| Alt + C | Select message recipients for CC field |
| Alt + D | Switch to Daily calendar view |
| Alt + E | Open the Edit drop-down menu |
| Alt + F | Open the File drop-down menu |
| Alt + G | Open the Go drop-down menu |
| Alt + H | Open the Help drop-down menu |
| Alt + I | Open the Find tool bar Open the Insert drop-down menu |
| Alt + J | Move to the Subject field |
| Alt + K | Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field) |
| Alt + L | Reply All |
| Alt + M | Switch to Monthly calendar view |
| Alt + N | Open the Accounts drop-down menu |
| Alt + O | Open the Format drop-down menu Switch to Today calendar view |
| Alt + P | Open the Message Options dialog box |
| Alt + R | Reply Switch to Work Week Calendar view |
| Alt + S | Send |
| Alt + T | Open the Tools drop-down menu |
| Alt + V | Open the View drop-down menu |
| Alt + W | Forward an item Switch to Weekly calendar view |
| Alt + Y | Switch to Daily calendar view |
| Ctrl + 1 | Go to Mail |
| Ctrl + 2 | Go to Calendar |
| Ctrl + 3 | Go to Contacts |
| Ctrl + 4 | Go to Tasks |
| Ctrl + 5 | Go to Notes |

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| Ctrl + 6 | Go to Folder List |
| Ctrl + 7 | Go to Shortcuts |
| Ctrl + 8 | Go to Journal |
| Ctrl + A | Select all |
| Ctrl + B | Bold when editing a rich text message |
| Ctrl + C | Copy |
| Ctrl + D | Delete an item (message, task, contact, etc.) |
| Ctrl + E | Activate the Find drop-down menu Center Align when editing a rich text message |
| Ctrl + F | Forward |
| Ctrl + J | Open a new Journal Entry from the selected item (message, task, contact, etc.) |
| Ctrl + K | Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field) |
| Ctrl + M | Send/Receive all |
| Ctrl + O | Open |
| Ctrl + P | Print |
| Ctrl + Q | Mark the selected message Read |
| Ctrl + R | Reply |
| Ctrl + S | Save a draft message |
| Ctrl + T | Tab |
| Ctrl + U | Mark the selected message Unread |
| Ctrl + V | Paste |
| Ctrl + X | Cut |
| Ctrl + Y | Go to Folder |
| Ctrl + Z | Undo |
| Ctrl + Backspace | Delete the previous word |
| Ctrl + End | Move to the end |
| Ctrl + Home | Move to the beginning |
| Ctrl + Shift + A | Open a new Appointment |
| Ctrl + Shift + B | Open the Address Book |
| Ctrl + Shift + C | Create a new Contact |
| Ctrl + Shift + E | Open a new folder |
| Ctrl + Shift + F | Open the Advanced Find window |
| Ctrl + Shift + G | Flag message for follow up |
| Ctrl + Shift + J | Open a new Journal Entry |

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| Ctrl + Shift + K | Open a new Task |
| Ctrl + Shift + L | Open a new Distribution List |
| Ctrl + Shift + M | Open a new Message |
| Ctrl + Shift + N | Open a new Note |
| Ctrl + Shift + O | Switch to the Outbox |
| Ctrl + Shift + P | Open the New Search Folder window |
| Ctrl + Shift + Q | Open a new Meeting Request |
| Ctrl + Shift + R | Reply All |
| Ctrl + Shift + S | Open a new Discussion |
| Ctrl + Shift + U | Open a new Task Request |
| Ctrl + Shift + Y | Copy a Folder |
| Shift + Tab | Select the previous message header button or field |
| F1 | Open Outlook Help |
| F3 | Activate the Find toolbar |
| F4 | Open the Find window |
| F7 | Spellcheck |
| F9 | Send and receive all |
| F10 | Select File from the Outlook toolbar button |
| F11 | Activate the "Find a contact" dialog box |
| F12 | Save As |
| Alt + F4 | Close the active window |



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