

Outlook 2007 Shortcuts and Function Keys

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 Navigation 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 Navigation Pane , the main Outlook window, the Reading Pane , and the To-Do Bar .	F6 or CTRL+SHIFT+TAB
Move between the Outlook window, the smaller panes in the Navigation Pane , the Reading Pane , and the sections in the To-Do Bar .	TAB
Move around within the Navigation 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
Expand or collapse a group (with a group selected) in the Navigation Pane .	SHIFT+PLUS SIGN or MINUS SIGN, respectively
Collapse or expand a group in the e-mail message list.	LEFT ARROW or RIGHT ARROW, respectively
Move to next field in Reading Pane .	SHIFT+TAB
Move to previous field in Reading Pane .	CTRL+TAB
Go back to previous view in main Outlook window.	ALT+B, ALT+LEFT ARROW, or ALT+BACKSPACE
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
Expand the Search Query Builder.	CTRL+ALT+W
Use Advanced Find .	CTRL+SHIFT+F
Create a new Search Folder.	CTRL+SHIFT+P
Search for text within a message or other item.	F4
Find next during text search within a message or other item.	SHIFT+F4
Find and replace text, symbols, or some formatting commands within open items. Works in the Reading Pane on an open item.	CTRL+H
Expand search to include the desktop.	CTRL+ALT+K

Create an item or file

To do this	Press
Create an appointment.	CTRL+SHIFT+A
Create a contact.	CTRL+SHIFT+C
Create a distribution list.	CTRL+SHIFT+L
Create a fax.	CTRL+SHIFT+X
Create a folder.	CTRL+SHIFT+E
Create a Journal entry.	CTRL+SHIFT+J
Create a meeting request.	CTRL+SHIFT+Q
Create a message.	CTRL+SHIFT+M
Create a note.	CTRL+SHIFT+N
Create a new 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

All items

To do this	Press
Save.	CTRL+S or SHIFT+F12
Save and close.	ALT+S
Save as.	F12
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+S
Turn on editing in a field (except in Icon view).	F2
Left align text.	CTRL+L
Center text.	CTRL+E
Right align text.	CTRL+R

E-mail

To do this	Press
Switch to Inbox .	CTRL+SHIFT+I
Switch to Outbox .	CTRL+SHIFT+O
Choose the account from which to send a message.	CTRL+TAB (with focus on the To box) and then TAB to the Accounts button
Check names.	CTRL+K
Send.	ALT+S
Reply to a message.	CTRL+R

Reply all to a message.	CTRL+SHIFT+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
Create a new message (when in Mail).	CTRL+N
Create a new message (from any Outlook view).	CTRL+SHIFT+M
Open a received message.	CTRL+O
Open the Address Book.	CTRL+SHIFT+B
Convert an HTML or RTF message to plain text.	CTRL+SHIFT+O
Add a Quick Flag to an unopened message.	INSERT
Display the Flag for Follow Up dialog box.	CTRL+SHIFT+G
Mark as read.	CTRL+Q
Mark as unread.	CTRL+U
Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List.	CTRL+SHIFT+W
Find or replace.	F4
Find next.	SHIFT+F4
Send.	CTRL+ENTER
Print.	CTRL+P
Forward.	CTRL+F
Forward as attachment.	CTRL+ALT+F
Show the properties for the selected item.	ALT+ENTER
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 a new appointment (when in Calendar).	CTRL+N
Create a new appointment (in any Outlook view).	CTRL+SHIFT+A
Create a new 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 10 days in the calendar.	ALT+0
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
Go to a date.	CTRL+G
Switch to Month view.	ALT+= or CTRL+ALT+4
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
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 appointment or task.	CTRL+G

Contacts

To do this	Press
Dial a new call.	CTRL+SHIFT+D
Find a contact or other item.	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 new message addressed to selected contact.	CTRL+F
Create a Journal entry for the selected contact.	CTRL+J
Create a new contact (when in Contacts).	CTRL+N
Create a new contact (from any Outlook view).	CTRL+SHIFT+C
Open a contact form for the selected contact.	CTRL+O or CTRL+SHIFT+ENTER
Create a new distribution list.	CTRL+SHIFT+L
Print.	CTRL+P
Update a list of distribution list 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
Close a contact.	ESC
Open a Web page for the selected contact (if one is included).	CTRL+SHIFT+X
Open the Check Address dialog box.	ALT+D
In a contact form, under Internet , display the E-mail 1 information.	ALT+SHIFT+1
In a contact form, under Internet , display the E-mail 2 information.	ALT+SHIFT+2
In a contact form, under Internet , display the E-mail 3 information.	ALT+SHIFT+3

In the Electronic Business Cards dialog box

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

Tasks

To do this	Press
Show or hide the To-Do Bar .	ALT+F2
Accept a task request.	ALT+C
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 new task (when in Tasks).	CTRL+N
Create a new task (from any Outlook view).	CTRL+SHIFT+K
Create a new task request.	CTRL+SHIFT+U
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
Switch between the Navigation Pane, Tasks list, and To-Do Bar .	SHIFT+TAB
Open selected item as a Journal item.	CTRL+J
Undo last action.	CTRL+Z
Flag an item or mark complete.	INSERT

Format text

To do this	Press
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
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
Copy.	CTRL+C or CTRL+INSERT 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

Add Web information to items

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

Print preview

To do this	Press
Open Print Preview .	Press ALT+F and then press V To print an item in an open window, press ALT+F, press W, and then press V
Print a print preview.	ALT+P
Open Page Setup from Print Preview .	ALT+S or ALT+U
Zoom.	ALT+Z
Close Print Preview .	ALT+C

Send/Receive

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

Calendar Day/Week/Month view

All three

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
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
Move the appointment up, down, left, or right.	ALT+UP ARROW, ALT+DOWN ARROW, ALT+LEFT ARROW, or ALT+RIGHT ARROW, respectively
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

Business Cards view or Address Cards view

General use

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
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 or press F2.

To do this	Press
Move to the next field and, from the last field of a card, move to the first field in the next card.	TAB
Move to the previous field and, from the first field of a card, move to the last field in the previous card.	SHIFT+TAB
Move to the next field, or add a line to a multiline field.	ENTER
Move to the previous field without leaving the active card.	SHIFT+ENTER
Display the insertion point in the active field to edit text.	F2

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 or press F2.

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

Timeline view (Tasks or Journal)
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
Display the items one screen above the items on screen.	PAGE UP
Display the items one screen below the items on screen.	PAGE DOWN
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
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
When the lower time scale is selected, select the upper time scale.	SHIFT+TAB
When the upper time scale is selected, select the lower time scale.	TAB
When the lower time scale is selected, select the first item on screen or the first group on screen if items are grouped.	