



You spend a lot of time (probably too much) in your Outlook inbox. A large part of your day is spent sending, receiving, and responding to emails. Managing your emails and calendar is a time-consuming process. Save time by downloading our free Outlook shortcuts. Need to search for an item? Use a shortcut! We pulled together the best shortcuts to free up more of your day to focus on your other priorities. Navigate your inbox, calendar and ongoing tasks with just a few simple shortcuts.

General Program Shortcuts

F1	Help
F3	Find a contact or other item
F4	Find and replace
F7	Spellcheck
F9	Check for new messages
F11	Find a contact
Ctrl+Shift+A	Create a new appointment
Ctrl+Shift+C	Create a new contact
Ctrl+Shift+E	Create a new folder
Ctrl+Shift+I	Switch to inbox
Ctrl+Shift+K	Create a new task
Ctrl+Shift+M	Create a new message
Ctrl+Shift+Q	Create a new meeting request
Ctrl+Alt+2	Switch to work week calendar view
Ctrl+Alt+3	Switch to full week calendar view
Ctrl+Alt+4	Switch to month view

Message Shortcuts

Ctrl+Shift+R	Reply all
Ctrl+R	Reply
Ctrl+A	Select all
Ctrl+F	Forward message
Ctrl+P	Print
Ctrl+S	Save message as draft
Ctrl+U	Mark selected message unread
Ctrl+Alt+J	Mark message as not junk
Alt+S	Send message



Quick Navigation

Ctrl+1	Switch to mail view
Ctrl+2	Switch to calendar view
Ctrl+3	Switch to contacts view
Ctrl+4	Switch to tasks view
Ctrl+Period	Switch to next open message
Ctrl+Comma	Switch to previous open message

Put these keyboard shortcuts into action by registering for our [Outlook Level 1 \(Basic\)](#) or [Outlook Level 2 \(Advanced\)](#) training.

Want to learn how to use Microsoft Outlook to improve your time management? Register for our GREAT series course, [Become Great with Time Management Skills and Microsoft Outlook Tools](#), where we combine the software and soft skills you need to improve your personal and professional time management.

[Contact us](#) today to learn about your training options.