

Outlook Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from linuru.com

Mail

Action	Mac	Windows	Linux
Create new email	Cmd + N	Ctrl + N	Ctrl + N
Reply to message	Cmd + R	Ctrl + R	Ctrl + R
Reply all	Cmd + Shift + R	Ctrl + Shift + R	Ctrl + Shift + R
Forward message	Cmd + J	Ctrl + F	Ctrl + F
Send message	Cmd + Enter	Alt + S	Alt + S
Attach file	Cmd + E	Alt + N + A + F	Alt + N + A + F
Mark as read	Cmd + T	Ctrl + Q	Ctrl + Q
Mark as unread	Cmd + Shift + T	Ctrl + U	Ctrl + U
Save draft	Cmd + S	Ctrl + S	Ctrl + S
Check for new mail	Cmd + Shift + K	Ctrl + M	Ctrl + M

Navigation

Action	Mac	Windows	Linux
Switch to Mail	Cmd + 1	Ctrl + 1	Ctrl + 1
Switch to Calendar	Cmd + 2	Ctrl + 2	Ctrl + 2
Switch to Contacts	Cmd + 3	Ctrl + 3	Ctrl + 3
Switch to Tasks	Cmd + 4	Ctrl + 4	Ctrl + 4
Go to Inbox	Cmd + Shift + I	Ctrl + Shift + I	Ctrl + Shift + I
Go to Outbox	Cmd + Shift + O	Ctrl + Shift + O	Ctrl + Shift + O
Toggle Folder Pane	Cmd + Shift + F	Alt + F1	Alt + F1
Go to next mail folder	Option + Down	Ctrl + Y	Ctrl + Y
Next message	Ctrl +]	Ctrl + .	Ctrl + .
Previous message	Ctrl + [	Ctrl + ,	Ctrl + ,

Reading & Managing

Action	Mac	Windows	Linux
Open selected message	Cmd + O	Ctrl + O	Ctrl + O
Delete message	Delete	Delete	Delete
Archive message	Ctrl + E	Backspace	Backspace

Action	Mac	Windows	Linux
Flag message	Ctrl + 1	Insert	Insert
Assign category	Cmd + Shift + Y	Alt + D	Alt + D
Move to folder	Cmd + Shift + M	Ctrl + Shift + V	Ctrl + Shift + V
Mark as junk	Cmd + Shift + J	Ctrl + Alt + J	Ctrl + Alt + J
Print message	Cmd + P	Ctrl + P	Ctrl + P
Select all messages	Cmd + A	Ctrl + A	Ctrl + A
Close open message	Cmd + W	Esc	Esc

Calendar

Action	Mac	Windows	Linux
Create new appointment	Cmd + N	Ctrl + N	Ctrl + N
Create new meeting request	Cmd + Shift + N	Ctrl + Shift + Q	Ctrl + Shift + Q
Day view	Cmd + Option + 1	Ctrl + Alt + 1	Ctrl + Alt + 1
Work week view	Cmd + Option + 2	Ctrl + Alt + 2	Ctrl + Alt + 2
Full week view	Cmd + Option + 3	Ctrl + Alt + 3	Ctrl + Alt + 3
Month view	Cmd + Option + 4	Ctrl + Alt + 4	Ctrl + Alt + 4
Go to a specific date	Cmd + Shift + G	Ctrl + G	Ctrl + G
Go to today	Cmd + T	Ctrl + T	Ctrl + T
Forward in calendar	Cmd + Right	Alt + Down	Alt + Down
Back in calendar	Cmd + Left	Alt + Up	Alt + Up

Search

Action	Mac	Windows	Linux
Search mail	Cmd + E	Ctrl + E	Ctrl + E
Search contacts	Cmd + Shift + F	F11	F11
Advanced Find	Cmd + Shift + F	Ctrl + Shift + F	Ctrl + Shift + F
Find text in message	Cmd + F	F4	F4
Find and replace	Cmd + H	Ctrl + H	Ctrl + H
Expand search to all items	Cmd + Option + E	Ctrl + Alt + A	Ctrl + Alt + A
Clear search filters	Esc	Esc	Esc
Find next result	Cmd + G	Shift + F4	Shift + F4

Formatting

Action	Mac	Windows	Linux
Bold	Cmd + B	Ctrl + B	Ctrl + B
Italic	Cmd + I	Ctrl + I	Ctrl + I
Underline	Cmd + U	Ctrl + U	Ctrl + U
Bulleted list	Cmd + Shift + L	Ctrl + Shift + L	Ctrl + Shift + L
Increase indent	Ctrl +]	Ctrl + T	Ctrl + T
Decrease indent	Ctrl + [	Ctrl + Shift + T	Ctrl + Shift + T
Insert hyperlink	Cmd + K	Ctrl + K	Ctrl + K
Align left	Cmd + L	Ctrl + L	Ctrl + L
Align center	Cmd + E	Ctrl + E	Ctrl + E
Align right	Cmd + R	Ctrl + R	Ctrl + R

Folders & Organization

Action	Mac	Windows	Linux
Create new folder	Cmd + Shift + N	Ctrl + Shift + E	Ctrl + Shift + E
Expand folder group	Right	Right	Right
Collapse folder group	Left	Left	Left
Mark all as read	Cmd + Option + T	Ctrl + Shift + A	Ctrl + Shift + A
Clean up conversation	Cmd + Shift + E	Alt + D + E	Alt + D + E
Go to next folder with unread	Option + Shift + Up	Ctrl + Shift + Up	Ctrl + Shift + Up
Create new search folder	Cmd + Option + F	Ctrl + Shift + P	Ctrl + Shift + P
Empty Deleted Items	Cmd + Shift + Delete	Ctrl + Shift + Delete	Ctrl + Shift + Delete
Ignore conversation	Cmd + Delete	Ctrl + Del	Ctrl + Del

Views & Windows

Action	Mac	Windows	Linux
Open new Outlook window	Cmd + Shift + N	Ctrl + Shift + N	Ctrl + Shift + N
Toggle Reading Pane	Cmd + \	Alt + V + R + R	Alt + V + R + R
Zoom in	Cmd + +	Ctrl + +	Ctrl + +
Zoom out	Cmd + -	Ctrl + -	Ctrl + -
Show ribbon shortcuts	Option	Alt	Alt
Collapse ribbon	Cmd + Option + R	Ctrl + F1	Ctrl + F1
Switch between open windows	Cmd + `	Ctrl + F6	Ctrl + F6
Open Quick Steps	Cmd + Shift + Q	Ctrl + Shift + Q	Ctrl + Shift + Q

Action	Mac	Windows	Linux
Show To-Do Bar	Cmd + Option + T	Alt + V + B	Alt + V + B
Open in new window	Cmd + Shift + O	Ctrl + Shift + O	Ctrl + Shift + O