# Microsoft Outlook Microsoft Outlook icon

# Keyboard Shortcuts

Below are the most frequently used Keyboard shortcuts for Outlook. To find out more shortcuts for specific actions search Microsoft Support.

(<https://support.microsoft.com/en-us/topic/keyboard-shortcuts-for-outlook-3cdeb221-7ae5-4c1d-8c1d-9e63216c1efd?ui=en-us&rs=en-us&ad=us>)

## Frequently used shortcuts

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| **Action** | **Keyboard Shortcut** |
| Close a window or a menu | Esc |
| Go to the Home tab | Alt+H |
| Create a new message | Ctrl+Shift+M |
| Send a message | Alt+S |
| Insert a file | Alt+N, A, F |
| New task | Ctrl+Shift+K |
| Delete an item (when a message, task, or meeting is selected) | Delete |
| Search for an item | Ctrl+E or F3 |
| Reply to a message | Alt+H, R, P |

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| **Action** | **Keyboard Shortcut** |
| Forward a message | Alt+H, F, W |
| Select the Reply All option | Alt+H, R, A |
| Copy an item | Ctrl+C or Ctrl+Insert  Note: Ctrl+Insert is not available in the Reading pane. |
| Go to the Send/Receive tab | Alt+J, S |
| Go to Calendar | Ctrl+2 |
| Create an appointment | Ctrl+Shift+A |
| Move an item to a folder | Alt+H, M, V, and select a folder from the list |
| Open the Save As dialog on the Attachment tab | Alt+J, A, A, V |
| Check for new messages | Ctrl+M or F9 |

## Index

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) ⌘ | Windows windows |
| Delete | Backspace |
| Return | Enter |

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