

Outlook Tips & Tricks

Quick Reference Guide



Inbox Management

Ctrl + Shift + K for new task
Ctrl + Shift + M for new email
Ctrl + E for search
Alt + Q to find any command
Ctrl + 1 to switch to Mail view
Ctrl + 2 to switch to Calendar view
Ctrl + N for new item
Ctrl + Shift + G to flag email
Ctrl + Shift + I to go to Inbox



Email Efficiency

Ctrl + Enter to send email
Ctrl + R to reply
Ctrl + Shift + R to reply all
Ctrl + F to forward
Ctrl + Shift + B to open address book
Alt + S to send
F9 to send/receive all folders
Ctrl + Shift + C for new contact
Ctrl + Shift + Q for new meeting request



Calendar Shortcuts

Ctrl + G to go to date
Ctrl + Shift + A for new appointment
Alt + H + L to schedule a meeting
Ctrl + 3 to switch to Contacts view
Ctrl + 4 to switch to Tasks view
Alt + = to view calendar in month
Ctrl + Y to go to folder
Alt + H + M to manage rules
Ctrl + Shift + D for new task request

⚡ Productivity Boosters

Alt + H + Q to show reminders
Ctrl + Shift + V to move email
Ctrl + Shift + Y to copy email

Alt + F + T for options
Ctrl + Shift + P for new note
Alt + F + X to exit Outlook

Ctrl + Shift + F for advanced find
Alt + H + R + P to reply with meeting
Alt + H + U to mark as read

Quick Tip: Automate tasks with Quick Steps for actions like moving emails or sending replies

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