

Microsoft Outlook 2007 Keyboard Shortcuts

Basic navigation

CTRL+1	Switch to Mail.
CTRL+2	Switch to Calendar.
CTRL+3	Switch to Contacts.
CTRL+4	Switch to Tasks.
CTRL+5	Switch to Notes.
CTRL+6	Switch to Folder List in Navigation Pane.
CTRL+7	Switch to Shortcuts.
CTRL+PERIOD	Switch to next message (with message open).
CTRL+COMMA	Switch to previous message (with message open).
F6 or CTRL+Shift+TAB	Move between the Navigation Pane, the main Outlook window, the Reading Pane, and the To-Do Bar.
TAB	Move between the Outlook window, the smaller panes in the Navigation Pane, the Reading Pane, and the sections in the To-Do Bar.
Arrow keys	Move around within the Navigation Pane.
CTRL+Y	Go to a different folder.
F3 or CTRL+E	Go to the Search box.
ALT+UP ARROW or CTRL+COMMA or ALT+PAGE UP	In the Reading Pane, go to the previous message.
SPACEBAR	In the Reading Pane, page down through text.
Shift+SPACEBAR	In the Reading Pane, page up through text.
Shift+PLUS SIGN or MINUS SIGN, respectively	Expand or collapse a group (with a group selected) in the Navigation Pane.
LEFT ARROW or RIGHT ARROW, respectively	Collapse or expand a group in the e-mail message list.
Shift+TAB	Move to next field in Reading Pane.
CTRL+TAB	Move to previous field in Reading Pane.
ALT+B, ALT+LEFT ARROW, or ALT+BACKSPACE	Go back to previous view in main Outlook window.
ALT+RIGHT ARROW	Go forward to next view in main Outlook window.
CTRL+Shift+W	Select the InfoBar and, if available, show the menu of commands.

Search

CTRL+E	Find a message or other item.
ESC	Clear the search results.
CTRL+ALT+A	Expand the search to include All Mail Items, All Calendar Items, or All Contact Items, depending on the module you are in.
CTRL+ALT+W	Expand the Search Query Builder.
CTRL+Shift+F	Use Advanced Find.
CTRL+Shift+P	Create a new Search Folder.
F4	Search for text within a message or other item.
Shift+F4	Find next during text search within a message or other item.
CTRL+H	Find and replace text, symbols, or some formatting commands within open items. Works in the Reading Pane on an open item.
CTRL+ALT+K	Expand search to include the desktop.

Flags

CTRL+Shift+G	Open the Flag for Follow Up dialog box to assign a flag.
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Color Categories

ALT+D	Delete the selected category from the list in the Color Categories dialog box.
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Create an item or file

CTRL+Shift+A	Create an appointment.
CTRL+Shift+C	Create a contact.

Microsoft Outlook 2007 Keyboard Shortcuts

CTRL+Shift+L	Create a distribution list.
CTRL+Shift+X	Create a fax.
CTRL+Shift+E	Create a folder.
CTRL+Shift+J	Create a Journal entry.
CTRL+Shift+Q	Create a meeting request.
CTRL+Shift+M	Create a message.
CTRL+Shift+N	Create a note.
CTRL+Shift+H	Create a new Microsoft Office document.
CTRL+Shift+S	Post to this folder.
CTRL+T	Post a reply in this folder.
CTRL+Shift+P	Create a Search Folder.
CTRL+Shift+K	Create a task.
CTRL+Shift+U	Create a task request.
All items	
CTRL+S or Shift+F12	Save.
ALT+S	Save and close.
F12	Save as.
CTRL+Z or ALT+BACKSPACE	Undo.
CTRL+D	Delete an item.
CTRL+P	Print.
CTRL+Shift+Y	Copy an item.
CTRL+Shift+V	Move an item.
CTRL+K	Check names.
F7	Check spelling.
CTRL+Shift+G	Flag for follow-up.
CTRL+F	Forward.
ALT+S	Send or post or invite all.
F2	Turn on editing in a field (except in Icon view).
CTRL+L	Left align text.
CTRL+E	Center text.
CTRL+R	Right align text.
E-mail	
CTRL+Shift+I	Switch to Inbox.
CTRL+Shift+O	Switch to Outbox.
CTRL+TAB	Choose the account from which to send a message. (with focus on the To box) and then TAB to the Accounts button
CTRL+K	Check names.
ALT+S	Send.
CTRL+R	Reply to a message.
CTRL+Shift+R	Reply all to a message.
CTRL+F	Forward a message.
CTRL+ ALT+J	Mark a message as not junk.
CTRL+Shift+I	Display blocked external content (in a message).
CTRL+ Shift+S	Post to a folder.
CTRL+Shift+N	Apply Normal style.
CTRL+M or F9	Check for new messages.
UP ARROW	Go to the previous message.
DOWN ARROW	Go to the next message.
CTRL+N	Create a new message (when in Mail).

Microsoft Outlook 2007 Keyboard Shortcuts

CTRL+Shift+M	Create a new message (from any Outlook view).
CTRL+O	Open a received message.
CTRL+Shift+B	Open the Address Book.
CTRL+Shift+O	Convert an HTML or RTF message to plain text.
INSERT	Add a Quick Flag to an unopened message.
CTRL+Shift+G	Display the Flag for Follow Up dialog box.
CTRL+Q	Mark as read.
CTRL+U	Mark as unread.
CTRL+Shift+W	Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List.
F4	Find or replace.
Shift+F4	Find next.
CTRL+ENTER	Send.
CTRL+P	Print.
CTRL+F	Forward.
CTRL+ALT+F	Forward as attachment.
ALT+ENTER	Show the properties for the selected item.
CTRL+ALT+M	Mark for Download.
CTRL+ALT+U	Clear Mark for Download.
CTRL+B	Display Send/Receive progress.(when a Send/Receive is in progress)

Calendar

CTRL+N	Create a new appointment (when in Calendar).
CTRL+Shift+A	Create a new appointment (in any Outlook view).
CTRL+Shift+Q	Create a new meeting request.
CTRL+F	Forward an appointment or meeting.
CTRL+R	Reply to a meeting request with a message.
CTRL+Shift+R	Reply All to a meeting request with a message.
ALT+0	Show 10 days in the calendar.
ALT+1	Show 1 day in the calendar.
ALT+2	Show 2 days in the calendar.
ALT+3	Show 3 days in the calendar.
ALT+4	Show 4 days in the calendar.
ALT+5	Show 5 days in the calendar.
ALT+6	Show 6 days in the calendar.
ALT+7	Show 7 days in the calendar.
ALT+8	Show 8 days in the calendar.
ALT+9	Show 9 days in the calendar.
CTRL+G	Go to a date.
ALT+= or CTRL+ALT+4	Switch to Month view.
CTRL+RIGHT ARROW	Go to the next day.
ALT+DOWN ARROW	Go to the next week.
ALT+PAGE DOWN	Go to the next month.
CTRL+LEFT ARROW	Go to the previous day.
ALT+UP ARROW	Go to the previous week.
ALT+PAGE UP	Go to the previous month.
ALT+HOME	Go to the start of the week.
ALT+END	Go to the end of the week.
ALT+MINUS SIGN or CTRL+ALT+3	Switch to Full Week view.
CTRL+ALT+2	Switch to Work Week view.

Microsoft Outlook 2007 Keyboard Shortcuts

CTRL+COMMA or CTRL+Shift+COMMA	Go to previous appointment.
CTRL+PERIOD or CTRL+Shift+PERIOD	Go to next appointment.
CTRL+G	Set up recurrence for an appointment or task.
Contacts	
CTRL+Shift+D	Dial a new call.
F3 or CTRL+E	Find a contact or other item.
F11	Enter a name in the Search Address Books box.
Shift+letter	In Table or List view of contacts, go to first contact that starts with a specific letter.
CTRL+A	Select all contacts.
CTRL+F	Create a new message addressed to selected contact.
CTRL+J	Create a Journal entry for the selected contact.
CTRL+N	Create a new contact (when in Contacts).
CTRL+Shift+C	Create a new contact (from any Outlook view).
CTRL+O or CTRL+Shift+ENTER	Open a contact form for the selected contact.
CTRL+Shift+L	Create a new distribution list.
CTRL+P	Print.
F5	Update a list of distribution list members.
CTRL+Y	Go to a different folder.
CTRL+Shift+B	Open the Address Book.
CTRL+Shift+F	Use Advanced Find.
CTRL+Shift+PERIOD	In an open contact, open the next contact listed.
ESC	Close a contact.
CTRL+Shift+X	Open a Web page for the selected contact (if one is included).
ALT+D	Open the Check Address dialog box.
ALT+Shift+1	In a contact form, under Internet, display the E-mail 1 information.
ALT+Shift+2	In a contact form, under Internet, display the E-mail 2 information.
ALT+Shift+3	In a contact form, under Internet, display the E-mail 3 information.
Electronic Business Cards dialog box	
ALT+A	Open the Add list.
ALT+B	Select text in Label box when the field with a label assigned is selected.
ALT+C	Open the Add Card Picture dialog box.
ALT+E	Place cursor at beginning of Edit box.
ALT+F	Select the Fields box.
ALT+G	Select the Image Align drop-down list.
ALT+K, then ENTER	Select color palette for background.
ALT+L	Select Layout drop-down list.
ALT+R	Remove a selected field from the Fields box.
Tasks	
ALT+F2	Show or hide the To-Do Bar.
ALT+C	Accept a task request.
ALT+D	Decline a task request.
CTRL+E	Find a task or other item.
CTRL+Y	Open the Go to Folder dialog box.
CTRL+N	Create a new task (when in Tasks).
CTRL+Shift+K	Create a new task (from any Outlook view).
CTRL+Shift+U	Create a new task request.
CTRL+O	Open selected item.
CTRL+P	Print selected item.

Microsoft Outlook 2007 Keyboard Shortcuts

CTRL+A	Select all items.
CTRL+D	Delete selected item.
CTRL+F	Forward a task as an attachment.
Shift+TAB	Switch between the Navigation Pane, Tasks list, and To-Do Bar.
CTRL+J	Open selected item as a Journal item.
CTRL+Z	Undo last action.
INSERT	Flag an item or mark complete.
Format text	
ALT+O	Display the Format menu.
CTRL+Shift+P	Display the Font dialog box.
Shift+F3	Switch case (with text selected).
CTRL+Shift+K	Format letters as small capitals.
CTRL+B	Make letters bold.
CTRL+Shift+L	Add bullets.
CTRL+I	Make letters italic.
CTRL+T	Increase indent.
CTRL+Shift+T	Decrease indent.
CTRL+L	Left align.
CTRL+E	Center.
CTRL+U	Underline.
CTRL+] or CTRL+Shift+>	Increase font size.
CTRL+[or CTRL+Shift+<	Decrease font size.
CTRL+X or Shift+DELETE	Cut.
CTRL+C or CTRL+INSERT	Copy. Note CTRL+INSERT is not available in the Reading Pane.
CTRL+V or Shift+INSERT	Paste.
CTRL+Shift+Z or CTRL+SPACEBAR	Clear formatting.
CTRL+Shift+H	Delete the next word.
CTRL+Shift+J	Stretch a paragraph to fit between the margins.
CTRL+Shift+S	Apply styles.
CTRL+T	Create a hanging indent.
CTRL+K	Insert a hyperlink.
CTRL+L	Left align a paragraph.
CTRL+R	Right align a paragraph.
CTRL+Shift+T	Reduce a hanging indent.
CTRL+Q	Remove paragraph formatting.
Add Web information to items	
Hold down CTRL and click the mouse button.	Edit a URL in the body of an item.
Hold down Shift and click the mouse button.	Specify a Web browser.
CTRL+K	Insert a hyperlink.
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	Open Print Preview.
ALT+P	Print a print preview.
ALT+S or ALT+U	Open Page Setup from Print Preview.
ALT+Z	Zoom.
ALT+C	Close Print Preview.

Microsoft Outlook 2007 Keyboard Shortcuts

Send/Receive

F9	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.
Shift+F9	Start a send/receive for the current folder, retrieving full items (header, item, and any attachments).
CTRL+M	Start a send/receive.
CTRL+ALT+S	Define Send/Receive groups.

Visual Basic Editor

ALT+F11	Open Visual Basic Editor.
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Macros

ALT+F8	Play macro.
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Forms

CTRL+ALT+Shift+F12	Save Form Design.
CTRL+Shift+F11	Save Form Data.
Click in an InfoPath folder, and then CTRL+N.	Create a new Microsoft Office InfoPath form.

Table view - General use

ENTER	Open an item.
CTRL+A	Select all items.
PAGE DOWN	Go to the item at the bottom of the screen.
PAGE UP	Go to the item at the top of the screen.
Shift+UP ARROW or Shift+DOWN ARROW, respectively	Extend or reduce the selected items by one item.
CTRL+UP ARROW or CTRL+DOWN ARROW, respectively	Go to the next or previous item without extending the selection.
CTRL+SPACEBAR	Select or cancel selection of the active item.
F5	Refresh view.

Table view - with a group selected

CTRL+Shift+PLUS SIGN	Expand all groups.
CTRL+MINUS SIGN	Collapse the group.
Shift+PLUS SIGN	Expand a single selected group.
MINUS SIGN	Collapse a single selected group.
UP ARROW	Select the previous group.
DOWN ARROW	Select the next group.
HOME	Select the first group.
END	Select the last group.
RIGHT ARROW	Select the first item on screen in an expanded group or the first item off screen to the right.

Table view - All groups

CTRL+MINUS SIGN	Collapse all groups.
CTRL+Shift+PLUS SIGN	Expand all groups.

Calendar Day/Week/Month view

ALT+key for number of days	View from 1 through 9 days.
ALT+0 (ZERO)	View 10 days.
ALT+MINUS SIGN	Switch to weeks.
ALT+=	Switch to months.
CTRL+TAB or F6	Move between Calendar, TaskPad, and the Folder List.
Shift+TAB	Select the previous appointment.
LEFT ARROW	Go to the previous day.
RIGHT ARROW	Go to the next day.

Microsoft Outlook 2007 Keyboard Shortcuts

ALT+DOWN ARROW	Go to the same day in the next week.
ALT+UP ARROW	Go to the same day in the previous week.
Day view	
HOME	Select the time that begins your work day.
END	Select the time that ends your work day.
UP ARROW	Select the previous block of time.
DOWN ARROW	Select the next block of time.
PAGE UP	Select the block of time at the top of the screen.
PAGE DOWN	Select the block of time at the bottom of the screen.
Shift+UP ARROW or Shift+DOWN ARROW, respectively	Extend or reduce the selected time.
With the cursor in the appointment, ALT+UP ARROW or ALT+DOWN ARROW, respectively	Move an appointment up or down.
With the cursor in the appointment, ALT+Shift+UP ARROW or ALT+Shift+DOWN ARROW, respectively	Change an appointment's start or end time.
ALT+DOWN ARROW	Move selected item to the same day in the next week.
ALT+UP ARROW	Move selected item to the same day in the previous week.
Week view	
HOME	Go to the start of work hours for the selected day.
END	Go to the end of work hours for the selected day.
PAGE UP	Go up one page view in the selected day.
PAGE DOWN	Go down one page view in the selected day.
ALT+UP ARROW, ALT+DOWN ARROW, ALT+LEFT ARROW, or ALT+RIGHT ARROW, respectively	Move the appointment up, down, left, or right.
Shift+LEFT ARROW, Shift+RIGHT ARROW, Shift+UP ARROW, or Shift+DOWN ARROW; or Shift+HOME or Shift+END	Change the duration of the selected block of time.
Month view	
HOME	Go to the first day of the week.
PAGE UP	Go to the same day of the week in the previous page.
PAGE DOWN	Go to the same day of the week in the next page.
Date Navigator	
ALT+HOME	Go to the first day of the current week.
ALT+END	Go to the last day of the current week.
ALT+UP ARROW	Go to the same day in the previous week.
ALT+DOWN ARROW	Go to the same day in the next week.
Business Cards view or Address Cards view - General use	
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 a specific card in the list.
UP ARROW	Select the previous card.
DOWN ARROW	Select the next card.
HOME	Select the first card in the list.
END	Select the last card in the list.
PAGE UP	Select the first card on the current page.
PAGE DOWN	Select the first card on the next page.
RIGHT ARROW	Select the closest card in the next column.

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LEFT ARROW	Select the closest card in the previous column.
CTRL+SPACEBAR	Select or cancel selection of the active card.
Shift+UP ARROW	Extend the selection to the previous card and cancel selection of cards after the starting point.
Shift+DOWN ARROW	Extend the selection to the next card and cancel selection of cards before the starting point.
CTRL+Shift+UP ARROW	Extend the selection to the previous card, regardless of the starting point.
CTRL+Shift+DOWN ARROW	Extend the selection to the next card, regardless of the starting point.
Shift+HOME	Extend the selection to the first card in the list.
Shift+END	Extend the selection to the last card in the list.
Shift+PAGE UP	Extend the selection to the first card on the previous page.
Shift+PAGE DOWN	Extend the selection to the last card on the last page.
Business Cards view or Address Cards view - Move between fields in an open card	
TAB	Move to the next field and, from the last field of a card, move to the first field in the next card.
Shift+TAB	Move to the previous field and, from the first field of a card, move to the last field in the previous card.
ENTER	Move to the next field, or add a line to a multiline field.
Shift+ENTER	Move to the previous field without leaving the active card.
F2	Display the insertion point in the active field to edit text.
Business Cards view or Address Cards view - Move between characters in a field	
ENTER	Add a line in a multiline field.
HOME	Move to the beginning of a line.
END	Move to the end of a line.
PAGE UP	Move to the beginning of a multiline field.
PAGE DOWN	Move to the end of a multiline field.
UP ARROW	Move to the previous line in a multiline field.
DOWN ARROW	Move to the next line in a multiline field.
LEFT ARROW	Move to the previous character in a field.
RIGHT ARROW	Move to the next character in a field.
Timeline view (Tasks or Journal) - item selected	
LEFT ARROW	Select the previous item.
RIGHT ARROW	Select the next item.
Shift+LEFT ARROW or Shift+RIGHT ARROW	Select several adjacent items.
CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACEBAR	Select several nonadjacent items.
ENTER	Open the selected items.
PAGE UP	Display the items one screen above the items on screen.
PAGE DOWN	Display the items one screen below the items on screen.
HOME	Select the first item on the timeline (if items are not grouped) or the first item in the group.
END	Select the last item on the timeline (if items are not grouped) or the last item in the group.
CTRL+HOME	Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group.
CTRL+END	Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group.
Timeline view (Tasks or Journal) - group selected	
ENTER or RIGHT ARROW	Expand the group.
ENTER or LEFT ARROW	Collapse the group.
UP ARROW	Select the previous group.
DOWN ARROW	Select the next group.
HOME	Select the first group on the timeline.
END	Select the last group on the timeline.

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RIGHT ARROW	Select the first item on screen in an expanded group or the first item off screen to the right.
Timeline view - unit of time on the time scale for days is selected	
LEFT ARROW	Move back in increments of time that are the same as those shown on the time scale.
RIGHT ARROW	Move forward in increments of time that are the same as those shown on the time scale.
Shift+TAB	When the lower time scale is selected, select the upper time scale.
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.

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts