



Microsoft Outlook Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Copy	Command + C	Ctrl + C	Most used Microsoft Outlook Shortcuts
2	Paste	Command + V	Ctrl + V	Most used Microsoft Outlook Shortcuts
3	Cut	Command + X	Ctrl + X	Most used Microsoft Outlook Shortcuts
4	Undo	Command + Z	Ctrl + Z	Most used Microsoft Outlook Shortcuts
5	Print	Command + P	Ctrl + P	Most used Microsoft Outlook Shortcuts
6	Save	Command + S	Ctrl + S	Most used Microsoft Outlook Shortcuts
7	Save and close	Option + S	Alt + S	Most used Microsoft Outlook Shortcuts
8	Save as	F12	F12	Most used Microsoft Outlook Shortcuts
9	Delete an item	Command + D	Ctrl + D	Most used Microsoft Outlook Shortcuts
10	Add bullets	Command + Shift + L	Ctrl + Shift + L	Most used Microsoft Outlook Shortcuts
11	Bold	Command + B	Ctrl + B	Most used Microsoft Outlook Shortcuts
12	Italic	Command + I	Ctrl + I	Most used Microsoft Outlook Shortcuts
13	Underline	Command + U	Ctrl + U	Most used Microsoft Outlook Shortcuts
14	Insert a hyperlink	Command + K	Ctrl + K	Most used Microsoft Outlook Shortcuts
15	Left align text	Command + L	Ctrl + L	Most used Microsoft Outlook Shortcuts
16	Center align text	Command + E	Ctrl + E	Most used Microsoft Outlook Shortcuts
17	Right align text	Command + R	Ctrl + R	Most used Microsoft Outlook Shortcuts
18	Switch case	Shift + F3	Shift + F3	Most used Microsoft Outlook Shortcuts
19	Increase font size	Command +]	Ctrl +]	Most used Microsoft Outlook Shortcuts
20	Decrease font size	Command + [Ctrl + [Most used Microsoft Outlook Shortcuts
21	Check spelling	F7	F7	Most used Microsoft Outlook Shortcuts
22	Forward	Command + F	Ctrl + F	Most used Microsoft Outlook Shortcuts
23	Display the Font dialog box	Command + Shift + P	Ctrl + Shift + P	Most used Microsoft Outlook Shortcuts
24	Find a message or other item	Command + E	Ctrl + E	Most used Microsoft Outlook Shortcuts
25	Use Advanced Find	Command + Shift + F	Ctrl + Shift + F	Most used Microsoft Outlook Shortcuts
26	Find a contact or other item	F3	F3	Most used Microsoft Outlook Shortcuts
27	Select all contacts	Command + A	Ctrl + A	Most used Microsoft Outlook Shortcuts
28	Switch to Inbox	Command + Shift + I	Ctrl + Shift + I	Email Shortcuts
29	Switch to Outbox	Command + Shift + O	Ctrl + Shift + O	Email Shortcuts
30	Send	Option + S	Alt + S	Email Shortcuts
31	Reply to a message	Command + R	Ctrl + R	Email Shortcuts
32	Reply all to a message	Command + Shift + R	Ctrl + Shift + R	Email Shortcuts
33	Forward a message	Command + F	Ctrl + F	Email Shortcuts
34	Mark a message as not junk	Command + Option + J	Ctrl + Alt + J	Email Shortcuts
35	Check for new messages	F9	F9	Email Shortcuts
36	Open the Address Book	Command + Shift + B	Ctrl + Shift + B	Email Shortcuts
37	Add a Quick Flag to an unopened message	Insert key	Insert key	Email Shortcuts
38	Mark as unread	Command + U	Ctrl + U	Email Shortcuts
39	Switch to Mail	Command + 1	Ctrl + 1	Navigation Shortcuts
40	Switch to Calendar	Command + 2	Ctrl + 2	Navigation Shortcuts
41	Switch to Contacts	Command + 3	Ctrl + 3	Navigation Shortcuts
42	Switch to Tasks	Command + 4	Ctrl + 4	Navigation Shortcuts
43	Switch to Notes	Command + 5	Ctrl + 5	Navigation Shortcuts
44	Switch to Folder List in Navigation Pane	Command + 6	Ctrl + 6	Navigation Shortcuts
45	Switch to next message	Command + Period	Ctrl + Period	Navigation Shortcuts
46	Switch to previous message	Command + ,	Ctrl + ,	Navigation Shortcuts
47	Go to a different folder	Command + Y	Ctrl + Y	Navigation Shortcuts
48	Create an appointment	Command + Shift + A	Ctrl + Shift + A	Create an item or file Shortcuts
49	Create a contact	Command + Shift + C	Ctrl + Shift + C	Create an item or file Shortcuts
50	Create a distribution list	Command + Shift + L	Ctrl + Shift + L	Create an item or file Shortcuts
51	Create a folder	Command + Shift + E	Ctrl + Shift + E	Create an item or file Shortcuts
52	Create a Journal entry	Command + Shift + J	Ctrl + Shift + J	Create an item or file Shortcuts
53	Create a meeting request	Command + Shift + Q	Ctrl + Shift + Q	Create an item or file Shortcuts
54	Create a message	Command + Shift + M	Ctrl + Shift + M	Create an item or file Shortcuts
55	Create a note	Command + Shift + N	Ctrl + Shift + N	Create an item or file Shortcuts
56	Create a task	Command + Shift + K	Ctrl + Shift + K	Create an item or file Shortcuts
57	Show or hide the To-Do Bar	Option + F2	Alt + F2	Tasks Shortcuts
58	Accept a task request	Option + C	Alt + C	Tasks Shortcuts
59	Decline a task request	Option + D	Alt + D	Tasks Shortcuts

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