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Outlook: Keyboard Shortcuts

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Outlook Keyboard Shortcuts

Microsoft Outlook Express Keyboard Shortcuts	
Help	
F1	Open Help topics
CTRL+A	Select all messages
Main window and view message window	
CTRL+P	Print the selected message
CTRL+M	Send and receive e-mail
DEL or CTRL+D	Delete an e-mail message
CTRL+N	Open or post a new message
CTRL+Shift+B	Open the Address Book
CTRL+R	Reply to the message author
CTRL+F	Forward a message
CTRL+Shift+R or CTRL+G (news only)	Reply to all
CTRL+I	Go to your Inbox
CTRL+> or CTRL+Shift+>	Go to the next message in the list
CTRL+	Go to the previous message in the list
ALT+ENTER	View properties of a selected message
F5	Refresh news messages and headers
CTRL+U	Go to the next unread e-mail message
CTRL+Shift+U	Go to the next unread news conversation
CTRL+Y	Go to a folder
Main window	
CTRL+O or ENTER	Open a selected message
CTRL+ENTER or CTRL+Q	Mark a message as read
TAB	Move between the Folders list (if on), message list, preview pane, and Contacts list (if on).
CTRL+Shift+A	Mark all news messages as read
CTRL+W	Go to a newsgroup
LEFT ARROW or PLUS SIGN (+)	Expand a news conversation (show all responses)
RIGHT ARROW or MINUS SIGN (-)	Collapse a news conversation (hide messages)
CTRL+J	Go to the next unread newsgroup or folder
CTRL+Shift+M	Download news for offline reading
Message window - viewing and sending	
Press	To
ESC	Close a message
F3	Find text
CTRL+Shift+F	Find a message
CTRL+TAB	Switch among the Edit, Source, and Preview tabs
Message window - sending only	
CTRL+K or ALT+K	Check names
F7	Check spelling
CTRL+Shift+S	Insert a signature
CTRL+ENTER or ALT+S	Send (post) a message

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

http://shortcutmania.com/Microsoft-Outlook-Express-Keyboard-Shortcuts.pdf