• **Switch to Mail** Ctrl+1
• **Switch to Calendar** Ctrl+2
• **Switch to Contacts** Ctrl+3
• **Switch to Tasks** Ctrl+4
• **Switch to Notes** Ctrl+5
• **Switch to Folder List in Folder Pane** Ctrl+6
• **Switch to Shortcuts** Ctrl+7
• **Switch to next message (with message open)** Ctrl+Period
• **Switch to previous message (with message open)** Ctrl+Comma
• **Go forward to next view in main Outlook window** Alt+Right Arrow
• **Go to Search box** F3 or Ctrl+E
• **Clear the search results** Esc
• **Go to Search box** F3 or Ctrl+E
• **Accept a task request** Alt+C
• **Decline a task request** Alt+D
• **Open the Go to Folder dialog box** Ctrl+Y
• **Create a task (when in Tasks)** Ctrl+N
• **Create a task (from any Outlook view)** Ctrl+Shift+K
• **Open selected item** Ctrl+O
• **Print selected item** Ctrl+P
• **Select all items** Ctrl+A
• **Delete selected item** Ctrl+D
• **Forward a task as an attachment** Ctrl+F

• **Create a task request** Ctrl+Shift+Alt+U
• **Switch between the Folder Pane, Tasks list, and To-Do Bar Tab or Shift+Tab**
• **Undo last action** Ctrl+Z
• **Use Advanced Find** Ctrl+Shift+F
• **Create an appointment (when in Calendar)** Ctrl+N
• **Create an appointment (in any Outlook view)** Ctrl+Shift+A
• **Create a meeting request** Ctrl+Shift+Q
• **Forward an appointment or meeting** Ctrl+F
• **Reply to a meeting request with a message** Ctrl+R
• **Reply All to a meeting request with a message** Ctrl+Shift+R
• **Go to a date** Ctrl+G
• **Show 1-9 days in the calendar** Alt+1-9
• **Show 10 days in the calendar** Alt+0
• **Switch to Month view** Ctrl+Alt+4
• **Switch to Work or Full Week view** Ctrl+Alt+2, Ctrl+Alt+3

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