Outlook for PC Keyboard Shortcuts

SAN DIEGO COUNTY BAR ASSOCIATION®
SDCBA

- **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