



## Outlook Keyboard Shortcuts

### General Navigation & Actions

Ctrl+1	Switch to Mail view.
Ctrl+2	Switch to Calendar view.
Ctrl+3	Switch to Contacts (People) view.
Ctrl+4	Switch to Tasks view.
Ctrl+E or F3	Go to the Search box.
Alt+H	Go to the Home tab.
F1	Open Help.
Ctrl+Z	Undo last action.
F9	Send/Receive all folders.

### Mail Composition & Sending

Ctrl+N	Create a new email (from Mail view).
Ctrl+Shift+M	Create a new email (from any Outlook view).
Ctrl+R	Reply to an email.
Ctrl+Shift+R	Reply All to an email.
Ctrl+F	Forward an email.
Ctrl+K	Check names in To, Cc, Bcc fields.
Alt+S or Ctrl+Enter	Send the email.
Ctrl+S or Shift+F12	Save draft message.
Ctrl+Shift+G	Flag message for follow-up.

### Calendar Navigation & Actions

Ctrl+N	Create a new appointment (from Calendar view).
Ctrl+Shift+A	Create a new appointment (from any Outlook view).
Ctrl+Shift+Q	Create a new meeting request.
Alt+Down Arrow	Go to the next day/week/month (depending on view).
Alt+Up Arrow	Go to the previous day/week/month.
Alt+Home	Go to the beginning of the week.
Alt+End	Go to the end of the week.
Ctrl+G	Go to a specific date.
Alt+= or Ctrl+Alt+2	Switch to Work Week view.

## Outlook Tips & Tricks

### Email Management

<b>Use Rules to Auto-Sort:</b> Set up rules (File > Manage Rules & Alerts) to automatically move incoming emails to specific folders, mark them as read, or flag them.
<b>Clean Up Conversation:</b> Use the 'Clean Up' tool (Home tab) to remove redundant messages in an email thread.
<b>Ignore Conversation:</b> Mute noisy email threads you don't need to follow by selecting 'Ignore' (Home tab). Future messages in that thread will go directly to Deleted Items.
<b>Schedule Email Delivery:</b> Compose an email and delay its delivery (Options tab > Delay Delivery). Useful for sending emails at appropriate times.
<b>Use @Mentions:</b> Type @ followed by a contact's name in the body of an email or meeting invite to automatically add them to the To line and highlight the mention for them.
<b>Recall or Replace Sent Messages:</b> If you use Microsoft Exchange, you might be able to recall or replace a message you've already sent (Open sent message > File > Info > Resend or Recall).
<b>Utilize Flags and Categories:</b> Use colored Categories and Follow-Up Flags to organize and prioritize emails visually.

## Calendar & Meetings

**Scheduling Assistant:** When creating a meeting, use the Scheduling Assistant (Meeting tab) to easily find times when all attendees are free.

**Overlay Calendars:** View multiple calendars side-by-side or in overlay mode (Right-click calendar > Overlay) to compare schedules.

**Create Appointments/Meetings from Email:** Drag an email onto the Calendar icon in the navigation pane to create a new appointment or meeting with the email content included.

**Share Your Calendar:** Share your calendar with colleagues, specifying the level of detail they can see (Home tab > Share Calendar).

**Set Working Hours:** Define your working hours (File > Options > Calendar) so others know your availability when using the Scheduling Assistant.

**Use Time Zones:** Add multiple time zones to your calendar view (File > Options > Calendar > Time zones) if you work with people internationally.

**Propose New Time (Meetings):** If you can't make a meeting, use the 'Propose New Time' feature instead of just declining.

## Quick Steps & Automation

**Customize Quick Steps:** Create custom Quick Steps (Home tab) to perform multiple actions with one click (e.g., move to folder and mark as read, forward to manager, create task from email).

**Create Email Templates:** Save frequently sent emails as templates (.oft files) via File > Save As > Outlook Template. Open them via New Items > More Items > Choose Form > User Templates in File System.

**Use Quick Parts:** Save reusable blocks of text or images as Quick Parts (Insert tab > Quick Parts) to quickly insert them into emails.

**Automate with Rules:** Beyond sorting, use rules to play sounds, display alerts, forward messages, or run scripts based on specific criteria.

**Conditional Formatting:** Make important emails stand out in your inbox by applying conditional formatting (View tab > View Settings > Conditional Formatting) based on sender, subject, etc.

**Turn Off Notifications (Focus):** Manage notifications (File > Options > Mail > Message arrival) to reduce distractions. Consider turning off desktop alerts.

**Add Shared Mailboxes:** Easily add and manage shared mailboxes you have access to (File > Account Settings > Account Settings > Change > More Settings > Advanced > Add).

## Search & Organization

**Refine Search Queries:** Use keywords like `from:`, `subject:`, `hasattachment:yes`, `received:last week` in the search bar ( `Ctrl+E` ) for more specific results.

**Search Folders:** Create Search Folders (Folder tab > New Search Folder) for dynamic views of emails matching specific criteria (e.g., all unread mail, mail flagged for follow-up) without moving the actual emails.

**Use Conversation View:** Group emails by conversation (View tab > Show as Conversations) to keep threads organized.

**Manage Mailbox Size:** Check your mailbox size (File > Info) and use Mailbox Cleanup tools to archive old items or delete large attachments.

**Create Tasks from Emails:** Drag an email onto the Tasks icon in the navigation pane to create a new task with the email content.

**Advanced Find:** Use Advanced Find ( `Ctrl+Shift+F` ) for highly detailed searches across different item types and fields.

**Organize with Folders:** Create a logical folder structure under your Inbox or at the root level to manually organize emails. Use rules to automate filing.