Microsoft Outlook 2003 Keyboard Shortcuts

In the Help Pane	
F1	Display the Help Pane.
F6	Switch between the Help Pane and the active application.
TAB	Select the next item in the Help Pane.
Shift+TAB	Select the previous item in the Help Pane.
ENTER	Perform the action for the selected item.
UP ARROW and DOWN ARROW	In a Table of Contents, select the next and previous item, respectively.
LEFT ARROW and RIGHT ARROW	In a Table of Contents, expand and collapse the selected item, respectively.
ALT+LEFT ARROW	Move back to the previous Task Pane.
ALT+RIGHT ARROW	Move forward to the next Task Pane.
CTRL+SPACE	Open the menu of Pane options.
CTRL+F1	Close and reopen the current Task Pane.
RIGHT ARROW	Expand a +/- list.
LEFT ARROW	Collapse a +/- list.
In the Help window	
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ALT+LEFT ARROW	Move back to the previous Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL+P	Print the current Help topic.
ALT+U	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
In the Help window	
TAB	Select Show All or Hide All at the top of a topic; the next hidden text or hyperlink; or the Browser View button at the top of a Microsoft Office Web site article.
Shift+TAB	Select the previous hidden text, hyperlink, Show All, or Hide All
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ALT+F4	Close the Help window
Use the Help topic pane	
ALT+RIGHT ARROW	Go to the next Help topic
ALT+LEFT ARROW	Go to the previous Help topic
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article.
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
UP ARROW or DOWN ARROW	Scroll toward the beginning or end of a Help topic
PAGE UP or PAGE DOWN	Scroll toward the beginning or end of a Help topic in large increments
HOME or END	Go to the beginning or end of a Help topic
CTRL+P	Print the current Help topic
CTRL+A	Select the entire Help topic
CTRL+C	Copy the selected items to the Clipboard
Shift+F10	Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.)
Use menus and toolbars	
F10 or ALT	Select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time
TAB or Shift+TAB	When a toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To

	display a toolbar, press ALT and then SHFT+F10.) is selected, select the next or previous button or menu on the toolbar
CTRL+TAB or CTRL+Shift+TAB	When a toolbar is selected, select the next or previous toolbar
ENTER	Open the selected menu, or perform the action for the selected button or command
Shift+F10	Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for the selected item
ALT+SPACEBAR	Display the window shortcut menu (Control menu)
DOWN ARROW or UP ARROW	When a menu or submenu is open, select the next or previous command
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.
HOME or END	Select the first or last command on the menu or submenu
ESC	Close an open menu. When a submenu is open, close only the submenu.
Shift+DOWN ARROW	When a menu is selected, display the list of commands
CTRL+DOWN ARROW	When a personalized menu is open, display the full set of commands
CTRL+ESC	Display the Start menu
F11	Enter a name in the Find a Contact box
Use dialog boxes	
TAB	Move to the next option or option group
Shift+TAB	Move to the previous option or option group
CTRL+TAB	Switch to the next tab in a dialog box
CTRL+Shift+TAB	Switch to the previous tab in a dialog box
Arrow keys	Move between options in an open drop-down list, or between options in a group of options
SPACEBAR	Perform the action assigned to the selected button; check or clear the selected check box
First letter of an option in a drop-down list	Open the list if it is closed and move to that option in the list
ALT+ the letter underlined in an optn	Select an option; select or clear a check box
ALT+DOWN ARROW	Open a selected drop-down list
ESC	Close a selected drop-down list; cancel a command and close a dialog box
ENTER	Perform the action assigned to a default button in a dialog box
Use edit boxes within dialog boxes	
HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
CTRL+LEFT ARROW	Move one word to the left
CTRL+RIGHT ARROW	Move one word to the right
Shift+LEFT ARROW	Select or unselect one character to the left
Shift+RIGHT ARROW	Select or unselect one character to the right
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right
Shift+HOME	Select from the insertion point to the beginning of the entry
Shift+END	Select from the insertion point to the end of the entry
Use the Open, Save As, and Insert File dialog boxes	
ALT+1	Go to the previous folder
ALT+2	Up One Level button: open the folder up one level above the open folder
ALT+3	Search the Web button: close the dialog box and open your Web search page (search page: A page from which you can find and go to other Internet sites or to documents on an intranet. Many search pages provide various ways to search, such as by topic, by keyword, or by matches to user queries.)
ALT+4	Delete button: delete the selected folder or file
ALT+5	Create New Folder button: create a new folder

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ALT+6	Views button: switch among available folder views
ALT+7 or ALT+L	Tools button: show the Tools menu
Shift+F10	Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for a selected item such as a folder or file
TAB	Move between options or areas in the dialog box
F4 or ALT+I	Open the Look in list
F5	Refresh the file list
Use program windows	
ALT+TAB	Switch to the next window
ALT+Shift+TAB	Switch to the previous window
ALT+F4	Close the selected program window; if this is the only open window, closes the program
Shift+F6	Move to a pane from another pane in the program window (counterclockwise direction)
CTRL+F6	When more than one window is open, switch to the next window
CTRL+Shift+F6	Switch to the previous window
CTRL+F7	When a document window is not maximized, performs the Move command (on the Control menu for the window). Use the arrow keys to move the window, and, when finished, press ESC.
CTRL+F8	When a document window is not maximized, performs the Size command (on the Control menu for the window). Use the arrow keys to resize the window, and, when finished, press ESC.
CTRL+F9	Minimize a window to an icon (works only for some Microsoft Office programs)
PRINT SCREEN	Copy a picture of the screen to the Clipboard
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard
For basic navigation	
CTRL+1	Switch to Mail
CTRL+2	Switch to Calendar
CTRL+3	Switch to Contacts
CTRL+4	Switch to Tasks
CTRL+5	Switch to Notes
CTRL+6	Switch to Folder List in Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.)
CTRL+7	Switch to Shortcuts
CTRL+COMMA	Next item (with item open)
CTRL+PERIOD	Previous item (with item open)
F6 or CTRL+Shift+TAB	Switch between the Folder List and the main Outlook window
TAB	Move among the Outlook window, the Navigation Pane, and the Reading Pane
Arrow keys	Move around within the Navigation Pane
CTRL+Y	Go to a different folder
PLUS or MINUS SIGN on the numeric keypad	Expand/collapse a group (with a group selected) in the Navigation Pane
Left and right arrow keys	Collapse/expand a group in the e-mail message list
To create an item or file	
CTRL+Shift+A	Appointment
CTRL+Shift+C	Contact
CTRL+Shift+L	Distribution list
CTRL+Shift+X	Fax
CTRL+Shift+E	Folder
CTRL+Shift+J	Journal entry
CTRL+Shift+Q	Meeting request
CTRL+Shift+M	Message

Microsoft Outlook 2003 Keyboard Shortcuts

CTRL+Shift+N	Note
CTRL+Shift+H	new Office document.
CTRL+Shift+S	Post in this folder
CTRL+Shift+P	Search Folder
CTRL+Shift+K	Task
CTRL+Shift+U	Task request
For all items	
Shift+F1	Display ScreenTip for the active element
CTRL+S or Shift+F12	Save
ALT+S	Save and Close, Send
F12	Save As
CTRL+Z or ALT+BACKSPACE	Undo
CTRL+D	Delete
CTRL+P	Print
CTRL+Shift+Y	Copy item
CTRL+Shift+V	Move item
CTRL+K (using the Outlook e-mail editor)	Check names
F7	Check spelling
CTRL+Shift+G	Flag for follow-up
CTRL+F	Forward
ALT+S	Send/post/invite all
F3 or CTRL+E	Find items
F4	Search for text in items
Shift+F4	Find next during text search
CTRL+Shift+F	Use Advanced Find
CTRL+Shift+P	Create a new Search Folder
F2	Turn on editing in a field (except icon view)
For e-mail	
CTRL+Shift+I	Switch to Inbox
CTRL+Shift+O	Switch to Outbox
CTRL+TAB (with focus on the To line) and then TAB to the Accounts button	Choose the account from which to send a message
ALT+S	Send
CTRL+R	Reply to a message
CTRL+Shift+R	Reply all to a message
CTRL+ ALT+J	Mark a message as not junk
CTRL+Shift+I	Display blocked external content (in a message)
CTRL+ Shift+S	Post to a folder
CTRL+M or F9	Check for new mail
UP ARROW	Go to the next message
DOWN ARROW	Go to the previous message
ALT+ UP ARROW	Go to the row above (message or group heading)
ALT+ DOWN ARROW	Go to the row below (message or group heading)
CTRL+N	Compose a new message
CTRL+O	Open a received message
CTRL+Shift+B	Display the Address Book
CTRL+Shift+O	Convert an HTML or RTF message to plain text
INSERT	Add a Quick Flag to a message

Microsoft Outlook 2003 Keyboard Shortcuts

CTRL+Shift+G	Display the Flag for Follow Up dialog box
CTRL+Q	Mark as read
CTRL+Shift+W	Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List.
For Calendar	
ALT+C	Accept
ALT+D	Decline
For Contacts	
CTRL+Shift+D	Dial
F11	Enter a name in the Find a Contact box
For Tasks	
ALT+C	Accept
ALT+D	Decline
To format text	
ALT+O	Display the Format menu
Shift+F3	Switch case (with text selected)
CTRL+B	Add bold
CTRL+Shift+L	Add bullets
CTRL+I	Add italics
CTRL+T	Increase indent
CTRL+Shift+T	Decrease indent
CTRL+L	Left align
CTRL+E	Center
CRTL+U	Underline
CTRL+]	Increase font size
CTRL+[	Decrease font size
CTRL+X or Shift+DELETE	Cut
CTRL+C or CTRL+INSERT	Copy
CTRL+V or Shift+INSERT	Paste
CTRL+Shift+Z or CTRL+SPACEBAR	Clear formatting
To add Web information to items	
CTRL+left mouse button	Edit a URL in the body of an item
Shift+left mouse button	Specify a Web browser
CTRL+K	Insert a hyperlink (When using Word as e-mail editor only)
For print preview	
CTRL+F2	Open print preview
ALT+P	Print a print preview
ALT+S or ALT+U	Print preview page setup
ALT+Z	Zoom
ALT+C	Close print preview
For send/receive	
F9	Starts send/receive for all defined Send/Receive groups with Include this group in Send/Receive (F9) selected. This can include headers, full items, specified folders, items less than a specific size, or any combination that you have defined.
Shift+F9	Starts a send/receive for current folder retrieving full items (header, item, and any attachments)
Table view - general use	
ENTER	Open an item
CTRL+A	Select all items
PAGE DOWN	Go to the item at the bottom of the screen

Microsoft Outlook 2003 Keyboard Shortcuts

PAGE UP	Go to the item at the top of the screen
Shift+UP ARROW or Shift+DOWN ARROW	Extend or reduce the selected items by one item
CTRL+UP ARROW or CTRL+DOWN ARROW	Go to the next or previous item without extending the selection
CTRL+SPACEBAR	Select or unselect the active item
CTRL+HOME or CTRL+END (with in-cell editing disabled)	Move every item in the selection to the top or bottom in the list order
Table view - with a group selected	
ENTER or RIGHT ARROW	Expand the group
ENTER or LEFT ARROW	Collapse the group
UP ARROW	Select the previous group
DOWN ARROW	Select the next group
HOME	Select the first group
END	Select the last group
NUM -	Collapses the group
NUM+	Expands the group
RIGHT ARROW	Select the first item on screen in an expanded group or the first item off screen to the right
Table view - for all groups	
CTRL+NUM -	Collapses all groups
CTRL+NUM+	Expands all groups
Day/week/month view - all three	
ALT+key for number of days	View from 1 through 9 days
ALT+0 (ZERO)	View 10 days
ALT+HYPHEN SIGN	Switch to weeks
ALT+EQUAL SIGN	Switch to months
CTRL+TAB or F6	Move between Calendar, TaskPad, and the Folder List
Shift+TAB	Select the previous appointment
LEFT ARROW	Go to the previous day
RIGHT ARROW	Go to the next day
ALT+LEFT ARROW	Move selected item to the previous day when multiple days appear
ALT+RIGHT ARROW	Move selected item to the next day when multiple days appear
ALT+DOWN ARROW	Go to the same day in the next week
ALT+UP ARROW	Go to the same day in the previous week
Day view	
HOME	Select the time that begins your work day
END	Select the time that ends your work day
UP ARROW	Select the previous block of time
DOWN ARROW	Select the next block of time
PAGE UP	Select the block of time at the top of the screen
PAGE DOWN	Select the block of time at the bottom of the screen
Shift+UP ARROW or DOWN ARROW	Extend or reduce the selected time
With the cursor in the appointment, ALT+UP ARROW or DOWN ARROW	Move an appointment
With the cursor in the appointment, ALT+Shift+UP ARROW or DOWN ARROW	Change an appointment start or end time
ALT+DOWN ARROW	Move selected item to the same day in the next week
ALT+UP ARROW	Move selected item to the same day in the previous week
Week or Month views	

Microsoft Outlook 2003 Keyboard Shortcuts

HOME	Go to the first day of the week
END	Go to the last day of the week
PAGE UP	Go to the same day of the week in the previous week (or 5 weeks previous if viewing by month)
PAGE DOWN	Go to the same day of the week in the next week (or 5 weeks ahead if viewing by month)
ALT+UP, DOWN, LEFT, or RIGHT ARROW	Move the appointment up, down, left, or right
Shift+LEFT, RIGHT, UP, or DOWN ARROW; or Shift+HOME or END	Change the duration of the selected block of time
Date Navigator	
ALT+HOME	Go to the first day of the current week
ALT+END	Go to the last day of the current week
ALT+UP ARROW	Go to the same day in the previous week
ALT+DOWN ARROW	Go to the same day in the next week
ALT+PAGE UP	Go to the first day of the month
ALT+PAGE DOWN	Go to the last day of the month
Address card - general use	
Type one or more letters of the name the card is filed under or of the field you are sorting by	Select a specific card in the list
UP ARROW	Select the previous card
DOWN ARROW	Select the next card
HOME	Select the first card in the list
END	Select the last card in the list
PAGE UP	Select the first card on the current page
PAGE DOWN	Select the first card on the next page
RIGHT ARROW	Select the closest card in the next column
LEFT ARROW	Select the closest card in the previous column
CTRL+SPACEBAR	Select or unselect the active card
Shift+UP ARROW	Extend the selection to the previous card and unselect cards after the starting point
Shift+DOWN ARROW	Extend the selection to the next card and unselect cards before the starting point
CTRL+Shift+UP ARROW	Extend the selection to the previous card, regardless of the starting point
CTRL+Shift+DOWN ARROW	Extend the selection to the next card, regardless of the starting point
Shift+HOME	Extend the selection to the first card in the list
Shift+END	Extend the selection to the last card in the list
Shift+PAGE UP	Extend the selection to the first card on the previous page
Shift+PAGE DOWN	Extend the selection to the last card on the last page
Address card - move between cards without changing the selection	
CTRL+DOWN ARROW	To the next card
CTRL+UP ARROW	To the previous card
CTRL+HOME	To the first card in the list
CTRL+END	To the last card in the list
CTRL+PAGE UP	To the first card on the previous page
CTRL+PAGE DOWN	To the first card on the next page
CTRL+LEFT ARROW	To the closest card in the previous column
CTRL+RIGHT ARROW	To the closest card in the next column
F2	To a field in the active card
Address card - move between fields in a card	
TAB	Move to the next field and, from the last field of a card, move to the first field in the next card
Shift+TAB	Move to the previous field and, from the first field of a card, move to the last field in the previous card

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ENTER	Move to the next field, or add a line to a multi-line field
Shift+ENTER	Move to the previous field without leaving the active card
F2	Display the insertion point in the active field to edit text
Address card - move between characters in a field	
ENTER	Add a line in a multi-line field
HOME	Move to the beginning of a line
END	Move to the end of a line
PAGE UP	Move to the beginning of a multi-line field
PAGE DOWN	Move to the end of a multi-line field
UP ARROW	Move to the previous line in a multi-line field
DOWN ARROW	Move to the next line in a multi-line field
LEFT ARROW	Move to the previous character in a field
RIGHT ARROW	Move to the next character in a field
Timeline - when an item is selected	
LEFT ARROW	Select the previous item
RIGHT ARROW	Select the next item
Shift+LEFT ARROW or Shift+RIGHT ARROW	Select several adjacent items
CTRL+LEFT ARROW+SPACEBAR or CTRL+RIGHT ARROW+SPACEBAR	Select several nonadjacent items
ENTER	Open the selected items
PAGE UP	Display the items one screen above the items on screen
PAGE DOWN	Display the items one screen below the items on screen
HOME	Select the first item on the timeline (if items are not grouped) or the first item in the group
END	Select the last item on the timeline (if items are not grouped) or the last item in the group
CTRL+HOME	Display (without selecting) the first item on the timeline (if items are not grouped) or the first item in the group
CTRL+END	Display (without selecting) the last item on the timeline (if items are not grouped) or the last item in the group
Timeline - when a group is selected	
ENTER or RIGHT ARROW	Expand the group
ENTER or LEFT ARROW	Collapse the group
UP ARROW	Select the previous group
DOWN ARROW	Select the next group
HOME	Select the first group on the timeline
END	Select the last group on the timeline
RIGHT ARROW	Select the first item on screen in an expanded group or the first item off screen to the right
Timeline - when a unit of time on the time scale for days is selected	
LEFT ARROW	Move back in increments of time that are the same as those shown on the time scale
RIGHT ARROW	Move forward in increments of time that are the same as those shown on the time scale
Shift+TAB	When the lower time scale is selected, select the upper time scale
TAB	When the upper time scale is selected, select the lower time scale
TAB	When the lower time scale is selected, select the first item on screen or the first group on screen if items are grouped