



You spend a lot of time (probably too much) in your Outlook inbox. A large part of your day is spent sending, receiving, and responding to emails. Managing your emails and calendar is a time-consuming process. Save time by downloading our free Outlook shortcuts. Need to search for an item? Use a shortcut! We pulled together the best shortcuts to free up more of your day to focus on your other priorities. Navigate your inbox, calendar and ongoing tasks with just a few simple shortcuts.

## General Program Shortcuts

<b>F1</b>	Help
<b>F3</b>	Find a contact or other item
<b>F4</b>	Find and replace
<b>F7</b>	Spellcheck
<b>F9</b>	Check for new messages
<b>F11</b>	Find a contact
<b>Ctrl+Shift+A</b>	Create a new appointment
<b>Ctrl+Shift+C</b>	Create a new contact
<b>Ctrl+Shift+E</b>	Create a new folder
<b>Ctrl+Shift+I</b>	Switch to inbox
<b>Ctrl+Shift+K</b>	Create a new task
<b>Ctrl+Shift+M</b>	Create a new message
<b>Ctrl+Shift+Q</b>	Create a new meeting request
<b>Ctrl+Alt+2</b>	Switch to work week calendar view
<b>Ctrl+Alt+3</b>	Switch to full week calendar view
<b>Ctrl+Alt+4</b>	Switch to month view

## Message Shortcuts

<b>Ctrl+Shift+R</b>	Reply all
<b>Ctrl+R</b>	Reply
<b>Ctrl+A</b>	Select all
<b>Ctrl+F</b>	Forward message
<b>Ctrl+P</b>	Print
<b>Ctrl+S</b>	Save message as draft
<b>Ctrl+U</b>	Mark selected message unread
<b>Ctrl+Alt+J</b>	Mark message as not junk
<b>Alt+S</b>	Send message



## Quick Navigation

<b>Ctrl+1</b>	Switch to mail view
<b>Ctrl+2</b>	Switch to calendar view
<b>Ctrl+3</b>	Switch to contacts view
<b>Ctrl+4</b>	Switch to tasks view
<b>Ctrl+Period</b>	Switch to next open message
<b>Ctrl+Comma</b>	Switch to previous open message

Put these keyboard shortcuts into action by registering for our [Outlook Level 1 \(Basic\)](#) or [Outlook Level 2 \(Advanced\)](#) training.

Want to learn how to use Microsoft Outlook to improve your time management? Register for our GREAT series course, [Become Great with Time Management Skills and Microsoft Outlook Tools](#), where we combine the software and soft skills you need to improve your personal and professional time management.

[Contact us](#) today to learn about your training options.