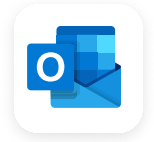


Outlook Keyboard Shortcuts Cheat Sheet

These are the keyboard shortcuts for *Classic Outlook on Windows*



Name	Key	Action
New message	Ctrl + Shift + M	Create a new message from any Outlook view. From the Mail view, Ctrl + N also works.
Send	Alt + S	Send a message. Ctrl + Enter also works.
Reply	Ctrl + R	Reply to a message.
Reply All	Ctrl + Shift + R	Select the Reply All option.
Forward	Ctrl + F	Forward a message.
Delete	Delete	Delete a message (or task, or meeting, depending on what is selected).
Check messages	Ctrl + M	Check for new messages.
Previous message	↑ (up arrow key)	Go to the previous message.
Next message	↓ (down arrow key)	Go to the next message.
Create folder	Ctrl + Shift + E	Create a new folder.
Go to folder	Ctrl + Y	Go to a different folder.
Go to Home	Alt + H	Open the Home tab.
Search	Ctrl + E	Go to the Search box.
Switch to Inbox	Ctrl + Shift + I	Switch to Inbox.
Switch to Outbox	Ctrl + Shift + O	Switch to Outbox.

