



Most Frequently Used Outlook Shortcuts

PC Edition

If you've found yourself wanting to waste less time in Microsoft Outlook then you need a shortcut.

According to Microsoft, these are the most frequently used ones in MS Outlook. Master this one page and take that time back!

Close a window or a menu



Go to the Send/Receive tab



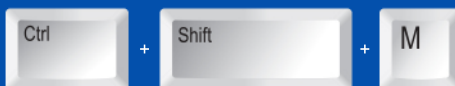
Go to the Home tab



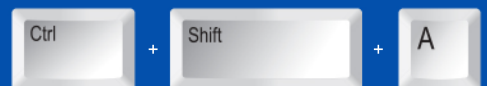
Go to Calendar



Create a new message



Create an appointment



Send a message



Move an item to a folder



Insert a file



and select a folder from the list

Open the Save As dialog on the Attachment tab



New task



Check for new messages



Delete an item (when a message, task, or meeting is selected)



Copy an item



Search for an item



Reply to a message



Note: Ctrl+Insert is not available in the **Reading** pane.

Forward a message



Select the Reply All option



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The full Microsoft list can be found here:

<https://support.office.com/en-gb/article/keyboard-shortcuts-for-outlook-3cdeb221-7ae5-4c1d-8c1d-9e63216c1efd>