

# KEYBOARD SHORTCUTS for OUTLOOK

Using keyboard shortcuts = less mouse use = less injuries

<b>New</b>	<b>Ctrl + N</b>
<b>Open</b>	<b>Ctrl + O</b>
<b>Close</b>	<b>Alt + F4</b>
<b>Send</b>	<b>Ctrl + Enter</b>
<b>Delete</b>	<b>Ctrl + D</b>
<b>Forward</b>	<b>Ctrl + F</b>
<b>Reply (when in message)</b>	<b>Ctrl + R</b>
<b>Reply all (when in message)</b>	<b>Alt + L</b>
<b>Print</b>	<b>Ctrl + P</b>
<b>Save</b>	<b>Ctrl + S</b>
<b>Save as</b>	<b>F12</b>
<b>Undo</b>	<b>Ctrl + Z</b>
<b>Cut</b>	<b>Ctrl + X</b>
<b>Copy</b>	<b>Ctrl + C</b>
<b>Paste</b>	<b>Ctrl + V</b>
<b>Inbox</b>	<b>Ctrl + Shift + I</b>
<b>Outbox</b>	<b>Ctrl + Shift + O</b>
<b>Address book</b>	<b>Ctrl + Shift + B</b>
<b>Check for new mail</b>	<b>Ctrl + M</b>
<b>Next message</b>	<b>Up arrow</b>
<b>Previous message</b>	<b>Down arrow</b>
<b>Move item</b>	<b>Ctrl + Shift + V</b>
<b>Display shortcuts for item</b>	<b>Shift + F10</b>
<b>Accept calendar item</b>	<b>Alt + C</b>
<b>Decline calendar item</b>	<b>Alt + D</b>
<b>New appointment</b>	<b>Ctrl + Shift + A</b>
<b>Meeting request</b>	<b>Ctrl + Shift + Q</b>
<b>Help</b>	<b>F1</b>

This is only a partial list. Use help in Outlook to find more shortcuts.

Print and hang these in your office until you know all of them.

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