

Outlook Shortcuts for E-mail

For other Outlook shortcuts and keyboard commands, see <http://office.microsoft.com/en-us/assistance/HP030842231033.aspx>.

To Do This	Press
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Choose the account from which to send a message	CTRL+TAB (with focus on the To line) and then TAB to the Accounts button
Send	ALT+S
Reply to a message	CTRL+R
Reply all to a message	CTRL+SHIFT+R
Forward	CTRL+F
Move to folder	CTRL+SHIFT+V
Mark a message as not junk	CTRL+ ALT+J
Display blocked external content (in a message)	CTRL+SHIFT+I
Post to a folder	CTRL+ SHIFT+S
Check for new mail	CTRL+M or F9
Go to the next message	UP ARROW
Go to the previous message	DOWN ARROW
Go to the row above (message or group heading)	ALT+ UP ARROW
Go to the row below (message or group heading)	ALT+ DOWN ARROW
Compose a new message	CTRL+N
Open a received message	CTRL+O
Display the Address Book	CTRL+SHIFT+B
Convert an HTML or RTF message to plain text	CTRL+SHIFT+O

Add a Quick Flag to a message	INSERT
Display the Flag for Follow Up dialog box	CTRL+SHIFT+G
Mark as read	CTRL+Q
Mark as unread	CTRL+U
Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List.	CTRL+SHIFT+W
Close	ALT+F4
Open the Find toolbar	F3
Turn on the BCC field	In the Outlook message window, View>Bcc Field. In Word, Options button>Bcc Field
Set an absence message	Tools menu>Out of Office Assistant
Turn off message grouping	View menu>Arrange By>Show in Groups
Turn off the notification window	Tools menu>Options>E-Mail Options>Advanced E-Mail Options>uncheck "Display a New Mail Desktop Alert"
Delay delivery of a message	In the message window, Options button>click "Do not deliver before" and select desired time
Request a receipt	In the message window, Options button>click "Request a delivery receipt for this message"
Recall a message	Open the sent message>Actions menu>Recall this message
Turn off marking messages as read when viewed in the reading pane	Tools menu> Options>Other tab>Reading Pane>uncheck "Mark items as read when viewed in the reading pane"
Allow automatically downloading pictures from the Internet	Tools menu>Options>Security tab>"Change automatic download settings"
Have Outlook check an e-mail address against my address book	CTRL+K
Close the Navigation Pane	ALT+F1