

6 Useful Outlook Shortcuts You Can Use Every Day

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Learning the right keyboard shortcuts changes everything - now you can breeze through your inbox without touching the mouse.

6. Essential daily shortcuts

While some keyboard shortcuts are useful for common tasks, these are the ones that people use most often throughout the day. Whether you're accessing your inbox, switching to Calendar, or sending an email without a mouse, these shortcuts make navigating Outlook much smoother and faster.

Note : Some of these shortcuts may not work in the new version of Outlook, as Microsoft removed certain features when it redesigned the interface.

Task	Windows	Mac	Uses
Switch to Mail	Ctrl + 1	? + 1	Instantly jump to inbox
Switch to Calendar	Ctrl + 2	? + 2	Lightning Switch is famous on the calendar
Switch to Contacts	Ctrl + 3	? + 3	Quick access to address book
Switch to Tasks	Ctrl + 4	? + 4	Go to task manager
Create new email	Ctrl + Shift + M	? + Shift + M	Start drafting from anywhere

Send email	Ctrl + Enter	? + Enter	Send without touching the mouse
Check new mail	F9 or Ctrl + M	? + M	Force refresh inbox
Quick Search	Ctrl + E or F3	? + E	Jump to search box immediately

If you haven't noticed, the number shortcuts (**Ctrl** or **? + 1** through **4**) match the Outlook sidebar order and can save you a few seconds every time you switch tabs. They're especially useful when scheduling meetings—press **Ctrl + 2** to check your calendar, then **Ctrl + 1** to return to your inbox. It's a small change, but keeping your hands on the keyboard adds up quickly.

5. Search and filter shortcuts

Outlook's search features go far beyond the basic search bar, and a few little-known shortcuts can make a big difference. For example, the **Advanced Find** feature is a must-know feature for finding old emails and attachments that you might otherwise struggle to find.

Task	Windows	Mac	Uses
Advanced Search	Ctrl + Shift + F	? + Shift + F	Open advanced search window
Search all emails	Ctrl + Alt + A	? + Option + A	Expand search across all folders
Search current directory	Ctrl + Alt + K	? + Option + K	Limit search to current location
Search subfolders	Ctrl + Alt + Z	? + Option + Z	Include nested folders
Create search folder	Ctrl + Shift + P	? + Shift + P	Save common searches
Search in messages	F4	? + F	Search in open email
Go to folder	Ctrl + Y	? + Y	Quick folder navigation

When you're having trouble finding an email, press **Ctrl/? + Shift + F** to open Advanced Find. This feature allows you to search by sender, date range, keywords, or attachments. It's a huge time saver when basic search isn't enough. This is just one of many underrated and overlooked features of Microsoft Office.

4. Calendar and scheduling shortcuts

Managing your calendar is a core part of using Outlook – whether you're setting up meetings, checking your availability, or planning your week. These shortcuts have made scheduling a lot easier, so you can quickly set up appointments and move between different days.

Task	Windows	Mac	Uses
New appointment	Ctrl + Shift + A	? + Shift + A	Make appointments from anywhere
New meeting request	Ctrl + Shift + Q	? + Shift + Q	Schedule a meeting instantly
Go to today	Ctrl + T	? + T	Jump to current date
Go to date	Ctrl + G	? + G	Open the date selection dialog
Day view	Alt + 1	? + 1	Switch to daily schedule
Week view	Alt + -	? + -	View weekly overview
Month view	Alt + =	? + =	Monthly planning perspective
Next/Previous Item	Ctrl + . / Ctrl + ,	? + . / ? + ,	Navigate between appointments

You can type natural language into date fields - tomorrow, next Friday, or two weeks from today are all perfect. People often use **Ctrl/? + G** to jump to specific dates when scheduling meetings weeks in advance, then **Ctrl/? + T** to jump back to today's schedule.

3. Editing shortcuts

When you're writing an email and find yourself constantly reaching for your mouse to bold text, attach files, or add links, these editing shortcuts eliminate that hassle by letting you do everything directly from the keyboard.

Task	Windows	Mac	Uses
Reply	Ctrl + R	? + R	Quick response to sender
Reply all	Ctrl + Shift + R	? + Shift + R	Include all recipients
Forward	Ctrl + F	? + F	Share with others
Forward as attachment	Ctrl + Alt + F	? + Option + F	Send original as attachment
Insert hyperlink	Ctrl + K	? + K	Add links quickly
Insert attachment	Alt + N, A, F	? + Shift + A	Attach files seamlessly
Check spelling	F7	F7	Check before sending
Bold/Italic/Underline	Ctrl + B/I/U	? + B/I/U	Format text instantly

Here's a handy Outlook tip: You can copy existing appointments with **Ctrl + C** and paste them into a new date with **Ctrl + V** to quickly copy the meetings. You can also drag appointments while holding down **Ctrl** to copy them to different times. This can save you seconds when scheduling similar recurring meetings.

2. Message management shortcuts

When your inbox is constantly overflowing with messages, these shortcuts will help you organize your inbox quickly by allowing you to quickly archive and organize emails without the hassle of dragging and dropping.

Task	Windows	Mac	Impact on organization
Mark as read/unread	Ctrl + Q / Ctrl + U	? + Q / ? + U	Toggle read state
Flag messages	Insert	? + Shift + G	Add tracking flag

Delete message	Delete	Delete	Move to deleted items
Permanently Deleted	Shift + Delete	Shift + Delete	Skip deleted folders
Move to folder	Ctrl + Shift + V	? + Shift + V	Quick move dialog
Copy to folder	Ctrl + Shift + Y	? + Shift + Y	Clone to folder
Create folder	Ctrl + Shift + E	? + Shift + N	Better organization
Mark as trash	Ctrl + Alt + J	? + Option + J	Effective anti-spam

The folder shortcut (**Ctrl/? + Shift + V**) opens a searchable folder list - start typing the folder name and press **Enter**. These shortcuts work even better when combined with Outlook rules for Inbox Zero, which automatically archive routine emails and help you focus on more important emails.

1. Email navigation shortcuts

Navigation shortcuts help you move through emails and folders faster, making your workflow smoother and distraction-free. Instead of clicking, you can switch between messages, scan your inbox, and manage threads with just a few keystrokes.

Task	Windows	Mac	Navigation efficiency
Next message	Ctrl + >	? + >	Moving forward through emails
Previous message	Ctrl +	? +	Move backwards through emails
Open new window	Shift + Enter	Shift + Enter	Highlight to focus
Go to inbox	Ctrl + Shift + I	? + Shift + I	Jump to inbox folder

Go to inbox	Ctrl + Shift + O	? + Shift + O	Check unsent messages
Collapse/Expand	Left/Right Arrow	Left/Right Arrow	Manage conversation threads
Select all	Ctrl + A	? + A	Select folder contents
Browse	Space/Shift + Space	Space/Shift + Space	Scroll reading frame

Using **Ctrl/? + >** to move between messages can really speed up your workflow. You can keep your hands on the keyboard and quickly go through your emails. When combined with other shortcuts, you can read, reply to, and archive emails without ever touching your mouse. This makes email processing much faster and less tiring.

These shortcuts have really changed the Outlook experience for the better. Start with the essential everyday shortcuts first. Then gradually add shortcuts based on your biggest pain points. After just a few weeks, you'll find yourself quickly completing tasks that used to take minutes with just a few keystrokes.

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