

# List of Outlook 2016 shortcuts when working with Mail

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Outlook is organized into multiple viewing modes, including: Mail, Calendar, Contacts, Tasks, Notes and Journal. Each mode has a ribbon with commands at the top of the page, the Navigation pane, the Search bar and an area with control panels (for example, in Mail is the Message list and Reading frame). This article focuses on the necessary shortcuts when navigating in Outlook 2016 Mail view.



Each individual item can contain an InfoBar - the banner appears near the top of the open or selected Outlook object, under the ribbon spread in the open message and below the name, sender in the Reading frame, it provides information about the item (For example, "You are not responding to the latest message in this conversation. Click here to open it.").

Here are the shortcuts used in Mail 2016 Outlook view.

1. Download Office 2016

If you love using Outlook on the web, you can consult: [Shortcuts in Outlook.com](http://Shortcuts in Outlook.com)

## Shortcuts for Outlook 2016

## Navigate quickly through the steps:

1. **Ctrl + Shift + M:** Create new messages from any Outlook view
2. **Ctrl + N:** Create new mail from Mail view, create a new appointment in Calendar view or new task in Task
3. **Ctrl + M** or **F9:** Check for new mail
4. **Ctrl + Shift + I:** Switch to Inbox (Inbox)
5. **Ctrl + Shift + O:** Switch to Outbox (Outbox)
6. **Ctrl + Y:** Go to another folder
7. **Ctrl + Shift + V:** Move the item to the folder
8. **F3** or **Ctrl + E:** Go to the Search box
9. **Left arrow:** Narrow a group in the email list
10. **Right arrow:** Expand a group in the email list
11. **Alt + F:** Open the File tab to change options and account settings
12. **Alt + Q:** Jump to Tell Me
13. **Alt + V, B,** and then: press C for Calendar, P with People, T for Tasks, O for Off: Show To-Do bar

## Switch quickly between views:

1. **Ctrl + 1:** Switch to **Mail** view
2. **Ctrl + 2:** Switch to **Calendar** view
3. **Ctrl + 3:** Switch to **Contacts** view
4. **Ctrl + 4:** Switch to **Tasks** view
5. **Ctrl + 5:** Switch to **Notes** view
6. **Ctrl + 6:** Open the **Navigation** frame with the folder list
7. **Ctrl + 7:** Open the **Shortcuts** panel
8. **Ctrl + 8:** Switch to **Journal** view
9. **Alt + B** or **Alt + Left Arrow:** Return to the previous view
10. **Alt + Right Arrow:** Go to the next view
11. **Ctrl + Shift + B:** Open **Address Book**

## Navigate in the Mail view main window:

1. **F6** or **Ctrl + Shift + Tab:** Move in the Ribbon, Search bar, Navigation pane, Mail list, Reading and To-Do frames
2. **Tab key:** Move between smaller frames in Navigation, Reading and sections in the To-Do bar

## Move in Navigation:

1. **Spacebar** or **Enter:** Go to Message list from Navigation pane
2. **Shift + Tab:** Return to Navigation from the Message list
3. **Up arrow** and **down arrow:** Move in the Navigation frame
4. **Right arrow key:** Expand the selected group to see the internal components
5. **Left arrow key:** Narrow the selected group
6. **Spacebar** or **Enter:** Open a selected item in Navigation
7. **Shift + F10, N:** Create a new folder

8. **F2**: Rename the selected folder in the list
9. **Shift + F10, D**: Delete the selected folder in the list (default folders like Inbox, Outbox, Drafts, Sent will not be deleted)
10. **a, b, c .:** Jump to the directory by typing the first letter in the folder name. For example, to go to the Drafts folder, press "d". If multiple folders start with the same letter, simply press the letter multiple times until you reach the desired folder.

### **Outlook navigation shortcuts in the Message list:**

1. **Up and down arrow keys**: Move up and down between messages
2. **Right arrow key**: Expand to view messages in a group, for example Last Week
3. **Left arrow key**: Narrow the messages in the group
4. **Shift + down arrow and Shift + up arrow**: Select multiple consecutive letters
5. **Ctrl + up or down arrow and then to select a message, press the spacebar**: Select multiple non-contiguous messages
6. **Ctrl + Shift + V**: Move the message to a folder
7. **Shift + F10, U, and T (in Narrator, Insert)**: Add Follow Up or Quick Flag to the message
8. **Ctrl + Shift + G**: Add Custom Flag to the message
9. **Shift + F10, J, up or down arrows, and Enter**: Mark messages as spam or not spam
10. **Ctrl + Q**: Mark as read
11. **Ctrl + U**: Mark as unread mail
12. **Alt + S, M, and T** (marked for download) or **C** (tick to download the copy)
13. **Alt + S, U, and then U** (uncheck to download) or **K** (uncheck to download copy)
14. **Alt + H + D**: Delete the message
15. **Alt + H + X**: Ignore the message
16. **Alt + H, R + P**: Reply to the letter
17. **Alt + H, R + A**: Reply to all messages
18. **Alt + H, F + W**: Forward mail
19. **Enter**: Open the mail
20. **Ctrl + Shift + W**: Display the menu of blocked content
21. **Ctrl + Shift + W, P**: Download pictures, images are blocked
22. **Alt + Enter**: Displays the properties of the email
23. **Ctrl + Shift + S**: Post to the folder
24. **Ctrl + Shift + Y**: Copy the message to an item
25. **Ctrl + P**: Print the message
26. **Ctrl + Alt + S**: Set up how you want Outlook to check for new mail
27. **Alt + H, J, and O**: Set options for spam

### **Navigate in Reading frame:**

1. **Alt + up arrow or Ctrl +, (comma) or Alt + Page Up**: Go to the previous message
2. **Spacebar**: Go down to the bottom page via text
3. **Shift + spacebar**: Go to the page above via text
4. **Tab key**: Go to the next field
5. **Shift + Tab**: Go to the previous field
6. **Tab or Shift + Tab**: Move to the next or previous link
7. **Ctrl + Tab**: Go to the Reply button

8. **Ctrl + Shift + W:** Select InfoBar in the email and if so, it will display menu commands. Note: InfoBar appears in the message when additional information is available, for example, "This meeting is coinciding with another meeting in the calendar". At that time, InfoBar will appear in the message, below the message and sender names.
9. **Esc:** Close the InfoBar menu

Above is the entire shortcut used in Outlook 2016 when working with email. Hope to help you can save a lot of valuable time when working on Outlook.

### **Explore more:**

1. All Gmail shortcuts save time you should know

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