

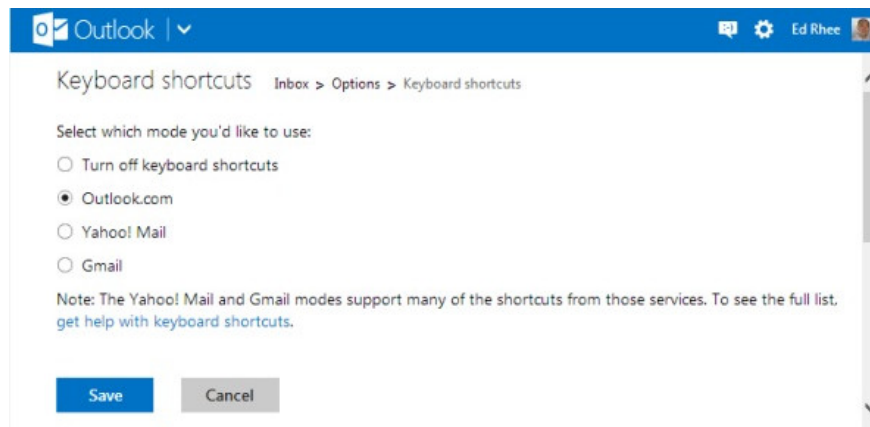
# Shortcuts in Outlook.com

Shortcuts in Outlook.com are the latest updates for Outlook 2016, please consult.

**Shortcuts in Outlook.com are updated from Hotmail. Some shortcuts are similar but there are also some new shortcuts.**

*Cnet* technology site said, Outlook.com has passed the testing phase and is available for everyone to use. With the help of shortcuts, familiarization, using the new interface may be easier. Whether you're new to Outlook.com or someone who has used Hotmail trying to adjust to a new design, try a few shortcuts to get familiar with Outlook.com.

Before starting, go to **Settings > Keyboard shortcuts** and make sure that the shortcut mode is active on the Outlook.com system. If you are familiar with applications that support shortcuts like Yahoo! Mail or Gmail and often use them you will have to change one of the methods from now on.



## Editor

1. N: Compose a new email
2. Ctrl + Enter: Send email
3. R: Answer
4. Shift + R: Answer all
5. Shift + F: Forward
6. F7: Spell check
7. Ctrl + Y: Insert Emoji
8. Ctrl + S: Save draft

## Read email

1. O: Open the email
2. Shift + I: Displays blocked content
3. /: Search for email
4. Esc: Close email

## Leap

1. G then press I: Go to the inbox
2. G then press L: Go to the highlighted mailbox
3. G then press S: Go to the sent mailbox
4. G then press D: Go to the draft mailbox

## Act

1. Del: Delete email
2. E: Archive
3. J: Mark junk email
4. V: Move to the directory
5. Shift + E: Create a new folder
6. C: Sort email
7. Q: Mark read for email
8. U: Mark unread for email
9. Insert: Highlight the email
10. Shift + P: Print email

## Navigate and select

1. S then press A: Select all emails
2. S then press N: Uncheck all emails
3. Ctrl + .: Scroll down below the list
4. Ctrl + ,: Move up on the list.
5. M: Refresh

Just like that. If you can't remember all the shortcuts remember that key? will give you a full list of shortcuts.

You finished reading the article "**Shortcuts in Outlook.com**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.