

MS Outlook Shortcut Key

Sr.No	Shortcut Key	Description
01	Alt + S	Send the e-mail
02	Ctrl + Enter	Send the e-mail you're composing.
03	Ctrl + C	Copy selected text.
04	Ctrl + X	Cut selected text.
05	Ctrl + P	Print selected text.
06	Ctrl + K	Complete the name or e-mail being typed in the e-mail address bar.
07	Ctrl + B	Bold highlighted selection
08	Ctrl + I	Italic highlighted selection
09	Ctrl + M	Send and receive all
10	Ctrl + U	Underline highlighted selection
11	Ctrl + R	Reply to an e-mail.
12	Ctrl + F	Forward an e-mail.
13	Ctrl + N	Create a new e-mail.
14	Ctrl + Y	Go to folder.
15	Ctrl + Shift + A	Create a new appointment to your calendar.
16	Ctrl + Shift + O	Open the Outbox.
17	Ctrl + Shift + I	Open the Inbox.
18	Ctrl + Shift + K	Add a new task.
19	Ctrl + Shift + C	Create a new contact.
20	Ctrl + Shift + V	Move folder.