

# KEYBOARD SHORTCUTS FOR OUTLOOK MAC

## EMAIL SHORTCUTS

Create a new email	⌘+N
Send a message	⌘+Return
Save the open message & store it in the Draft	⌘+S
Open the selected message in a separate window	⌘+O
Reply	⌘+R
Reply All	⌘+Shift+R
Forward	⌘+J
In email list, Navigate to previous/next message	↑/↓
In the Reading Pane, Move one page up or down	↑/↓
Send/Receive mail	⌘+Control+K
Mark a message as read	⌘+T
Mark a message as unread	⌘+Shift+T
Delete a selected message	Delete
Delete a selected message permanently	Shift+Delete
Create a folder	⌘+Shift+N
Move a message to a folder	⌘+Shift+M
Archive a selected message	Control+E
Add an attachment to the open email	⌘+E

## CALENDAR SHORTCUTS

Open the calendar view	⌘+2
Create a new appointment (when in Calendar)	⌘+N
Open the selected calendar event	⌘+O
Delete the selected calendar event	Delete
Go to 'Today'	⌘+T
Go to the previous/next day (in Day view)	⌘+Option+ ← or →
Go to the prev/next week (in Week or Work week view)	⌘+Option+ ← or →

## CONTACTS SHORTCUTS

Open the Contacts view	⌘+3
Create a new contact (when in Contacts)	⌘+N
Open the selected contact	⌘+O
Delete the selected contact	Delete