

# Outlook Web App Keyboard Shortcuts

## Getting to Mail, Calendar, People, and Tasks

You can use a combination of keys to navigate the items at the top of the Outlook Web App window.

- Use the Right arrow and Left arrow keys to move among Mail, Calendar, People, and Tasks.
- Use the Tab key to move to your information, Options, Search, and Help.
- When the area you want is highlighted, use Enter to go to that area.

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## General keyboard shortcuts

KEYBOARD SHORTCUT	ACTION
Ctrl+F6	Top-level navigation. Moves you from one region to another. When you reach the region you want, use the arrow keys to navigate to the item you want, and then press Enter to act on that item. In Mail, Ctrl+F6 cycles through the top bar, personal status, new items, folders, and reading pane.
Alt+Q	Go to the search box.
Ctrl+N	Creates a new item of the same type as the current folder.
Tab	Moves to next area or item.
Shift+Tab	Moves to previous area or item.
Up arrow	Moves up in list, or scrolls up in window.
Down arrow	Moves down in list, or scrolls down in window.
Esc	Closes the item.
Enter	Selects highlighted option. When a message, calendar item, contact, or task is selected, opens the selected item in a new window.
Context menu key	Equivalent to right-clicking a selection. Found to the right of the spacebar on Windows-compatible keyboards.

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## Mail

### Keyboard shortcuts for the folder list:

KEYBOARD SHORTCUT	ACTION
Right arrow	Expands the selected folder.
Left arrow	Collapses the selected folder.
Up arrow	Moves up in the folder list.
Down arrow	Moves down in the folder list.
F2	Renames the selected folder.

## Keyboard shortcuts for the message list:

KEYBOARD SHORTCUT	ACTION
Ctrl+Q	Marks the selected conversation or message as read.
Ctrl+U	Marks the selected conversation or message as unread.
Insert	Applies the default flag to the selected conversation or message without opening the flag menu. If the conversation or message is already flagged, Insert will mark the conversation or message as Complete. This also works when multiple conversations or messages are selected.
Delete or Ctrl+D	Deletes the selected message.
Shift+Delete	Permanently deletes the selected message.
Esc	Cancels a search. If the context menu is open, Esc will close the context menu but not cancel the search.
Up arrow	Selects the previous message in the list.
Down arrow	Selects the next message in the list.
Shift+Up arrow	Selects the current and previous messages in the list. Use to select multiple contiguous messages.
Shift+Down arrow	Selects the current and next messages in the list. Use to select multiple contiguous messages.
Home or Ctrl+Home	Selects the first message in the folder.
End or Ctrl+End	Selects the last message in the folder.
Page up	For message lists of two or more pages, selects the first message on the previous page.
Page down	For message lists of two or more pages, selects the first message on the next page.

## Keyboard shortcuts for the reading pane:

KEYBOARD SHORTCUT	ACTION
Ctrl+N	Creates a new message.
Ctrl+Q	Marks the selected conversation or message as read.
Ctrl+U	Marks the selected conversation or message as unread.
Ctrl+R	Replies to the selected message.
Ctrl+Shift+R	Replies to the sender and all recipients of the selected message.
Ctrl+Shift+C	Replies to the selected message by IM.
Ctrl+Shift+F	Forwards the selected message.
Insert	Applies the default flag to the selected conversation or message without opening the flag menu. If the conversation or message is already flagged, Insert will mark the conversation or message as Complete. This also works when multiple conversations or messages are selected.
Delete or Ctrl+D	Deletes the selected message.
Shift+Delete	Permanently deletes the selected message.
Home or Ctrl+Home	Goes to the top of the conversation or message.
End or Ctrl+End	Goes to the bottom of the conversation or message.
Page up	For conversations or messages of two or more pages, moves up one page.
Page down	For conversations or messages of two or more pages, moves down one page.
Up arrow	Scrolls up.
Down arrow	Scrolls down.
Esc	Closes the new message.
ALT+S	Sends the message.

## Keyboard shortcuts for text editing:

KEYBOARD SHORTCUT	ACTION
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Backspace	Deletes the selection or the characters to the left of the cursor.
Ctrl+Backspace	Deletes the word to the left of the cursor, but not the space before the word.
Ctrl+C	Copies the selection to the Clipboard.
Ctrl+V	Pastes the contents of the Clipboard into the current location.
Ctrl+X	Cuts the selection to the Clipboard.
Delete	Deletes the selection without copying it to the Clipboard.
Insert	Toggles between inserting and overwriting text.
Ctrl+Z	Reverses the most recent action.
Ctrl+Y	Repeats the most recent action.
Ctrl+L	Displays the hyperlink text dialog box.

## Keyboard shortcuts for text formatting:

KEYBOARD SHORTCUT	ACTION
Ctrl+B	Toggles bold formatting.
Ctrl+I	Toggles italic formatting.
Ctrl+U	Toggles underlining.

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## Calendar

KEYBOARD SHORTCUT	ACTION
Ctrl+N	Creates a new calendar item.
Delete	Deletes the selected item.
Enter	Opens the selected item.
Ctrl+F6	Moves to a different region in the calendar.
Shift+Alt+1	Switches to day view.

Shift+Alt+2	Switches to work week view.
Shift+Alt+3	Switches to full week view.
Shift+Alt+4	Switches to month view.
Shift+Alt+Y	Goes to today.
Shift+Right arrow	Goes to the next time period. For example, if you're in month view, Ctrl+Right arrow will take you to the next month.
Shift+Left arrow	Goes to the previous time period. For example, if you're in month view, Ctrl+Left arrow will take you to the previous month.
Tab	Moves to the next event or area in the current view.
Shift+Tab	Moves to the previous event or area in the current view.
Ctrl+P	Prints the current view of the calendar.

## Keyboard shortcuts for calendar forms:

KEYBOARD SHORTCUT	ACTION
Ctrl+Enter	Sends a meeting.
Alt+S	Sends a meeting.
Ctrl+S	Saves an appointment.

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## Tasks

KEYBOARD SHORTCUT	ACTION
Delete	Deletes the selected item.
Up arrow	Selects the previous item in the list.
Down arrow	Selects the next item in the list.
Page up	For lists of more than two pages, selects the first item on the previous page.
Page down	For lists of more than two pages, selects the first item on the next page.
Home	Selects the first item in the list.

End

Selects the last item in the list.

Ctrl+N

Creates a new task.