

Outlook Keyboard Shortcuts

Just like any other computer software, Outlook has many shortcuts that allows you to handle email swiftly.

[Click here](#) to know several time-saving keyboard shortcuts in Outlook.

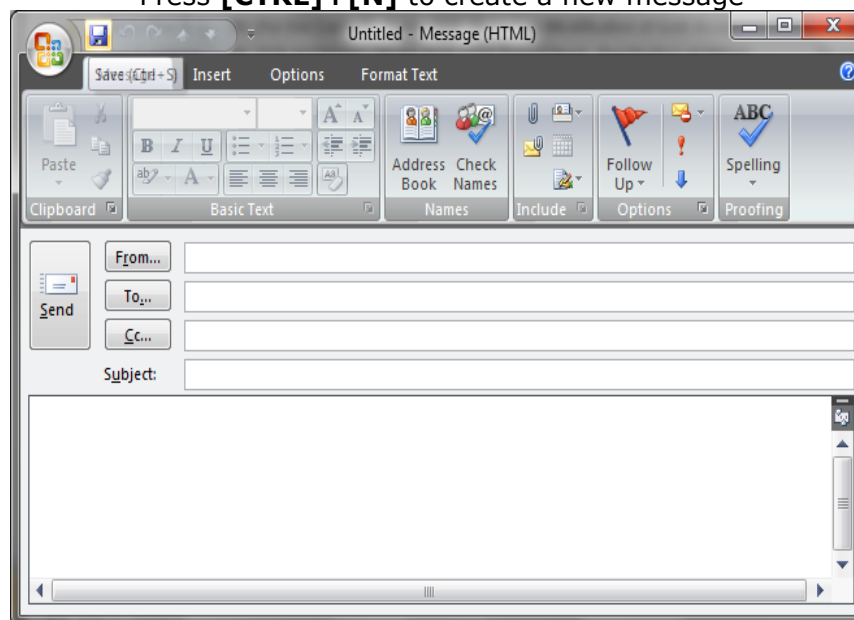


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

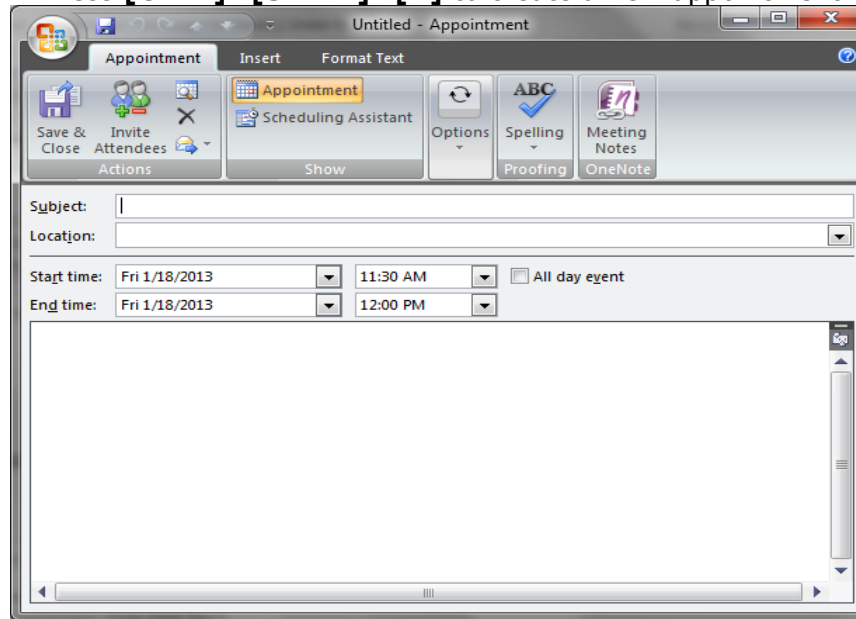
Outlook Keyboard Shortcuts

Below are some of the shortcuts that will help you move faster around Outlook.

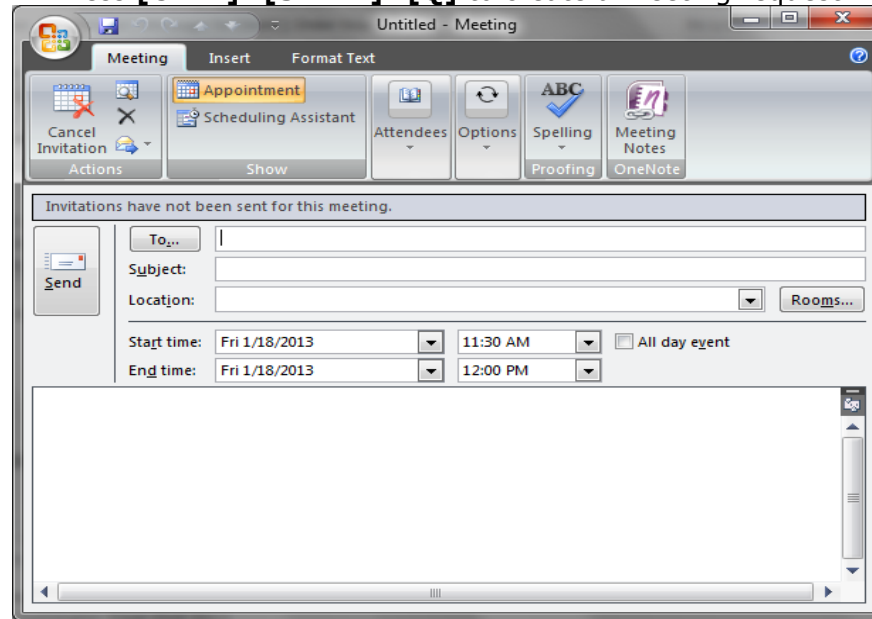
Press **[CTRL]+[N]** to create a new message



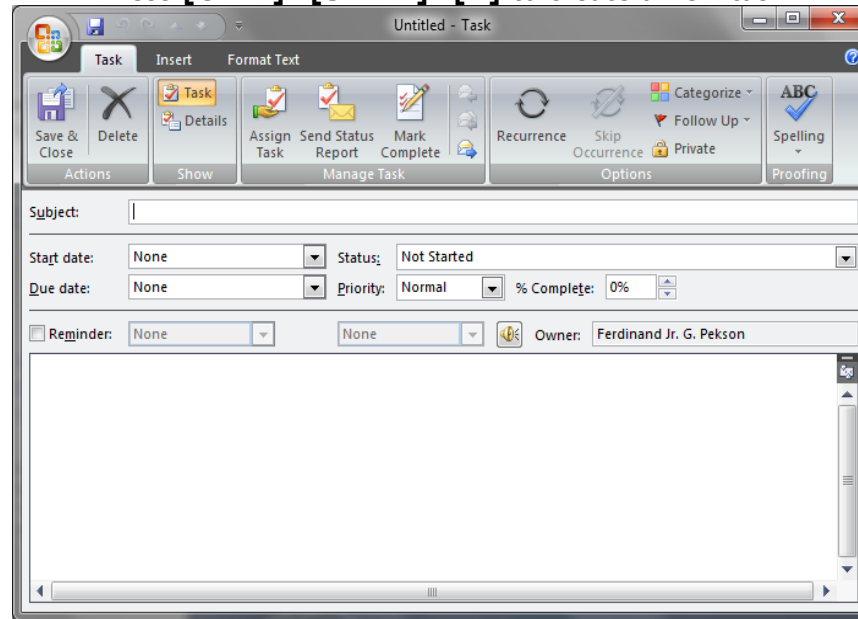
Press **[CTRL]+[SHIFT]+[A]** to create a new appointment



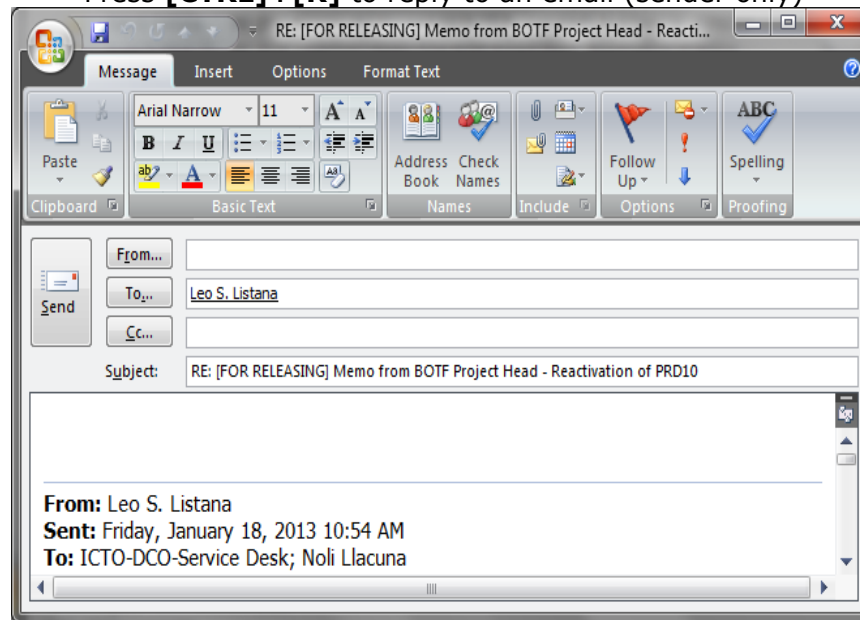
Press **[CTRL]+[SHIFT]+[Q]** to create a meeting request



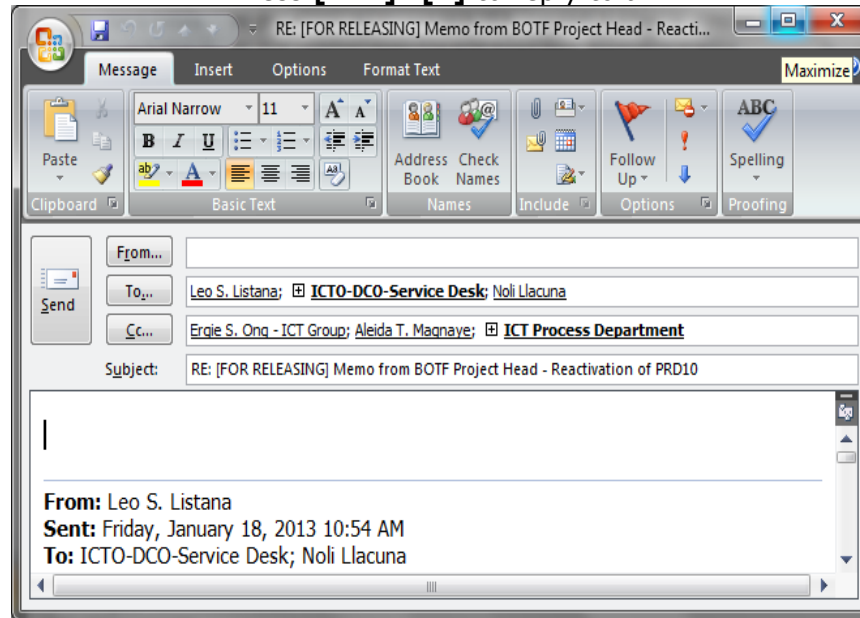
Press **[CTRL]+[SHIFT]+[K]** to create a new task



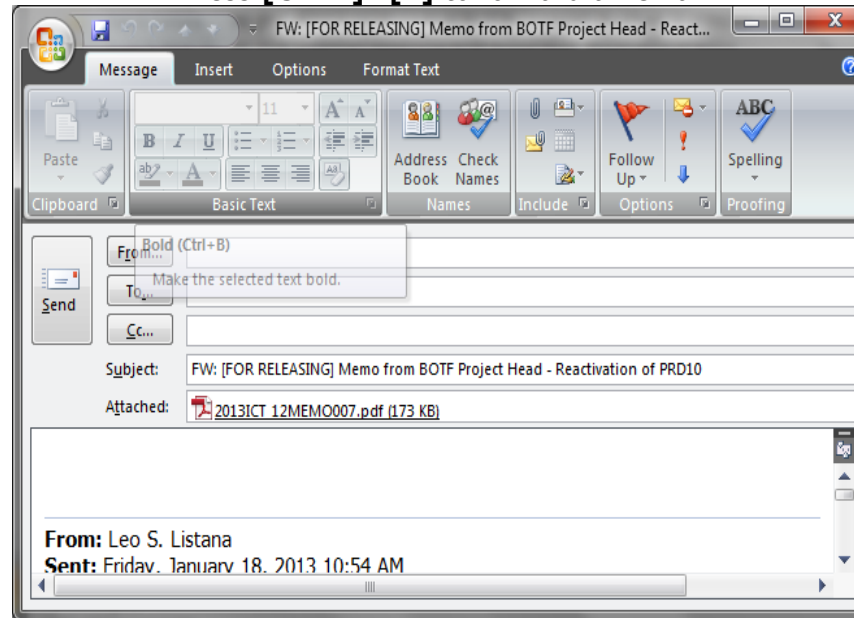
Press **[CTRL]+[R]** to reply to an email (sender only)



Press **[ALT]+[L]** to reply to all



Press **[CTRL]+[F]** to forward an email



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