



32 Useful Microsoft Outlook Keyboard Shortcuts for Emails

With Outlook open, press Ctrl+1 to navigate to emails.

Starting Emails

Action	Shortcut
Start a new email	Ctrl+N
Jump between To, CC, Subject, and Message Body	Tab
Select text in your email	Shift+Arrows
Make the selected text bold	Ctrl+B
Make the selected text italic	Ctrl+I
Underline the selected text	Ctrl+U
Add a hyperlink to selected text	Ctrl+K
Send an email you have typed	Ctrl+Enter

Replying to and Forwarding Emails

Action	Shortcut
Forward a selected email	Ctrl+F
Reply to a selected email	Ctrl+R
Reply To All in a selected email	Ctrl+Shift+R

Navigation Pane

Action	Shortcut
Activate the Navigation Pane	Ctrl+Y
Go to the Inbox folder	Ctrl+Shift+I
Go to the Outbox folder	Ctrl+Shift+O
Collapse or expand a section that has an arrow next to its title	Left or Right Arrow
Move up and down between email folders	Up or Down Arrow (and Space to select a folder)
Open the selected folder and activate the Message Pane	Enter

To jump to a folder quickly, press Ctrl+Y, and then type the first few letters of the folder's title.

Message Pane

Use the arrow keys to move up and down between messages, which you can see in full in the Reading Pane on the right as you do.

Action	Shortcut
Activate the Message Pane	Ctrl+Y, then Enter
Move a selected email to deleted items	Delete
Permanently delete a selected email or item	Shift+Delete
Mark a selected email as read	Ctrl+Q
Mark a selected email as unread	Ctrl+U
Select several adjacent emails in the selected folder	Shift+Up or Shift+Down
Select several non-adjacent emails in the selected folder	Hold Ctrl, while pressing the Up or Down arrow to locate the relevant email, and pressing space to select it
Go to the first or last email in the selected folder	Home or End
Open a selected email in a new window	Shift+Enter (and Esc to close)
Activate the Reading Pane for the selected email	Tab

Reading Pane

Action	Shortcut
Go to the start or end of the email thread	Home or End
Move up or down a long email thread quickly	Page Up or Page Down
Jump to a link in an email	Press Tab repeatedly (and Enter to open)

Only open a link in an email if you are sure you can trust the sender. Always double-check that the email isn't a scam!

Search

Action	Shortcut
Go to the search box	Ctrl+E
Navigate between search results	Up or Down, and then Enter