

The following table shows frequently used shortcuts in Outlook 2016 for Mac.

| | | | |
|--|----|----|----------------|
| Save an item | ⌘ | S | |
| Print an item | ⌘ | P | |
| Undo the last action | ⌘ | Z | |
| Redo the last action | ⌘ | Y | |
| Minimize the active window | ⌘ | M | |
| Create a new folder in the navigation pane | ⌘ | ↑ | N |
| Create new email (in Mail view) | ⌘ | N | |
| Hide the reading pane or show it on the right | ⌘ | ↑ | \ (BACKSLASH) |
| Hide the reading pane or show it below | ⌘ | ↑ | \ (BACKSLASH) |
| Move the selected item to a different folder | ⌘ | ↑ | M |
| Copy the selected item to a different folder | ⌘ | ↑ | C |
| Select all items in the item list, if the item list is the active pane | ⌘ | A | |
| Minimize or expand the ribbon | ⌘ | ⌥ | R |
| Hide Outlook | ⌘ | H | |
| Quit Outlook | ⌘ | Q | |
| Start dictation | FN | FN | |
| Insert emoji | ⌘ | ^ | " " (SPACEBAR) |

Work in windows and dialogs

| | | | |
|--|---|-----------|-----------|
| Go to Mail view | ⌘ | 1 | |
| Go to Calendar view | ⌘ | 2 | |
| Go to Contacts view | ⌘ | 3 | |
| Go to Tasks view | ⌘ | 4 | |
| Go to Notes view | ⌘ | 5 | |
| Open the Sync Status window or make it the active window | ⌘ | 7 | |
| Open the Sync Errors or make it the active window | ⌘ | 8 | |
| Open the Contacts Search window | ⌘ | 0 (ZERO) | |
| Open the Outlook Preferences dialog box | ⌘ | , (COMMA) | |
| Cycle forward through open windows | ⌘ | ~ (TILDE) | |
| Cycle back through open windows | ⌘ | ↑ | ~ (TILDE) |
| Close the active window | ⌘ | W | |
| Open the selected item | ⌘ | 0 | |
| Move forward through controls in a window | → | | |
| Move back through controls in a window | ↑ | → | |



Send and receive mail

Create a new message ⌘ N

Send the open message ⌘ RETURN

Send all messages in the Outbox and receive all incoming messages ⌘ K

Send all the messages in the Outbox ⌘ ↑ K

Save the open message and store it in the Drafts folder ⌘ S

Add an attachment to the open message ⌘ E

Open the Spelling and Grammar dialog box ⌘ : (COLON)

Check recipient names in the open messages ⌘ ^ C

Reply to the sender of the message or, if the message is from a mailing list, reply to the mailing list ⌘ R

Reply to all ⌘ ↑ R

Forward the message ⌘ J

Open the selected message in a separate window ⌘ O

Learn the flag for the selected message ⌘ ⌥ ' (APOSTROPHE)

Mark the selected message as junk mail ⌘ ↑ J

Mark the selected message as not junk mail ⌘ ↑ ⌥ J

Display the previous message ⌘ ^ (OPENING BRACKET)

Display the next message ⌘ ↑ ^ (CLOSING BRACKET)

Navigate to the previous pane in the Mail view ⌘ ^ (OPENING BRACKET)

Navigate to the next pane in the Mail view ⌘ ↑ ^ (CLOSING BRACKET)

Move the selected message to a folder ⌘ ↑ M

Decrease the display size of

text in an open message or in the reading pane ⌘ - (HYPHEN)

Increase the display size of text in an open message or in the reading pane ⌘ = (PLUS SIGN)

Scroll down to the next screen of text or, if you are at the end of a message, display the next message ⌘ " " (SPACEBAR)

Scroll up to the previous screen of text or, if you are at the beginning of a message, display the previous message ⌘ ↑ " " (SPACEBAR)

Delete the selected message ⌘ ⌫

Permanently delete the selected message ⌘ ↑ ⌫

Delete the current message, and, if the message window is open, close it ⌘ ⌫

Mark selected messages as read ⌘ T

Mark selected messages as unread ⌘ ↑ T

Mark all messages in a folder as read ⌘ ⌥ T

Use Search

Search current folder ⌘ ⌥ F

Do an advanced search in Outlook (add Item Contains filter for searching) ⌘ ↑ F

Find text within an item ⌘ F

Find the next instance of the text you searched for in an item ⌘ G

Find the previous instance of the text you searched for in an item ⌘ ↑ G

Use the Calendar

Open the Calendar window ⌘ 2

Create a new appointment ⌘ N

Open the selected calendar event ⌘ 0

Delete the calendar event ⌘ ⌫

Switch the view to include today ⌘ T

In Day view, move to the previous day. In Week and Work Week views, move to the previous week. In Month view, move to the previous month. ⌘ ←

In Day view, move to the next day. In Week and Work Week views, move to the next week. In Month view, move to the next month. ⌘ →

Use the opening bracket key ⌘ ↑ ^ (OPENING BRACKET)

Use the closing bracket key ⌘ ↑ ^ (CLOSING BRACKET)



Work with people and contacts

Create a new contact ⌘ **N**

Open the selected contact ⌘ **0**

Delete the contact ⌘

Close the current open contact and open the previous contact ^ **(OPENING BRACKET)**

Close the current open contact and open the next contact ^ **(CLOSING BRACKET)**

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in ↑ ^ **(CLOSING BRACKET)**

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Manage tasks

Move to the Task window ⌘ **4**

Create a new task ⌘ **N**

Open the selected task ⌘ **0**

Delete the task ⌘

Close the current open task and open the previous task in the Tasks list ^ **(OPENING BRACKET)**

Close the current open task and open the next task in the Tasks list ^ **(CLOSING BRACKET)**

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ous in ↑ ^ **(OPENING BRACKET)**

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in ↑ ^ **(CLOSING BRACKET)**

Use notes

Move to the Notes window ⌘ **5**

Create a new note ⌘ **N**

Open the selected note ⌘ **0**

Delete the note ⌘

Close the current open note and open the previous note in the Notes list ^ **(OPENING BRACKET)**

Close the current open note and open the next note in the Notes list ^ **(CLOSING BRACKET)**

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ous in ↑ ^ **(OPENING BRACKET)**

ate
in ↑ ^ **(CLOSING BRACKET)**

Send a note as an email ⌘ **J**

Send a note as an HTML attachment to an email. First place the focus on the note in the list of notes. ⌘ ^ **J**



Edit and format text

Cut the selected text to the clipboard ⌘ X

Copy a selection to the clipboard ⌘ C

Paste a selection from the clipboard ⌘ V

Paste a selection from the clipboard and match the destination style ⌘ ⇧ ⌘ V

Make the selected text bold ⌘ B

Make the selected text italic ⌘ I

Underline the selected text ⌘ U

Strike through the selected text ⌘ ⇧ X

Insert a hyperlink ⌘ ^ K

Move the cursor left one character ←

Move the cursor right one character →

Move the cursor up one line ↑

Move the cursor down one line ↓

Move the cursor to the beginning of the current paragraph ⌘ ↑

Move the cursor to the end of the current paragraph ⌘ ↓

Move the cursor to the beginning of the current word ⌘ ←

Move the cursor to the end of the current word ⌘ →

D DELETE { (OPENING BRACE)

D DELETE } (CLOSING BRACE)

Delete the character to the left of the cursor, or delete the selected text ⌘

RWARD DELETE KEY, USE FN ⌘

Insert a tab stop →

Move the cursor to the beginning of the line ⌘ ←

Move the cursor to the end of the line ⌘ →

Move the cursor to the top of the message body ⌘ ↑

Move the cursor to the bottom of the message body ⌘ ↓

Move the cursor to the beginning of the selected text ⌘ HOME

Move the cursor to the end of the selected text ⌘ END

Scroll up PAGE UP

Scroll down PAGE DOWN

Flag messages, contacts, and tasks for follow up

Flag the selected item for follow up, with Today as Due Date ^ 1

Flag the selected item for follow up, with Tomorrow as Due Date ^ 2

Flag the selected item for follow up, with This Week as Due Date ^ 3

Flag the selected item for follow up, with Next Week as Due Date ^ 4

Flag the selected item for follow up, with No Due Date ^ 5

Flag the selected item for follow up, and add a custom Due Date ^ 6

Flag the selected item for follow up, and add a reminder ^ = (EQUAL SIGN)

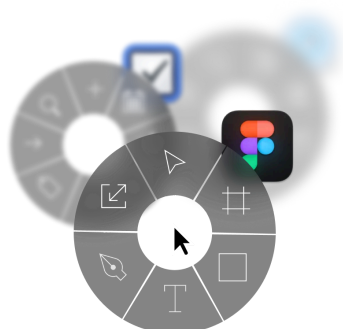
Mark the selected item as Complete ^ 0 (ZERO)

Clear the selected item's follow-up flag ⌘ ⌘ ' (QUOTE)

Pie Menu for Microsoft Outlook

Work faster with a customized radial menu for Microsoft Outlook. Add whatever shortcut you want!

[Download at www.pie-menu.com](http://www.pie-menu.com)



Microsoft Outlook shortcuts for Mac

