Speed Keys in Outlook

Activity	Speed Keys
Open a new Email	CTRL+SHIFT+M
Open the Address Book	CTRL+SHIFT+B
Open a new Appointment	CTRL+SHIFT+A
Open a new Contact	CTRL+SHIFT+C
Open a new Meeting Request	CTRL+SHIFT+Q
Open a new Task	CTRL+SHIFT+K
Switch to Inbox	CTRL+SHIFT+I
Switch to Outbox	CTRL+SHIFT+O
Check for New Mail	F9 or CRLT+M
Mark an Email as Read	CTRL+Q
Mark an Email as Unread	CTRL+U
Delete an Email, Task, Contact	CTRL+D
Delete a word	CTRL+BACKSPACE
Select ALL	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Print	CTRL+P
Save and Close a Task, Appointment or Contact	ALT+S
Close and Send an Email	ALT+S

Pro Tip: In any of the Microsoft applications you can ask the Office Assistant to find shortcut keys not listed here by pressing F1.

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