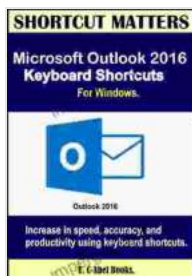


# Microsoft Outlook 2024 Keyboard Shortcuts For Windows: Shortcut Matters

Microsoft Outlook is a widely used email and productivity suite for Windows. It offers a comprehensive set of features for managing emails, appointments, contacts, and tasks. To enhance productivity, Outlook provides a wide range of keyboard shortcuts that allow users to perform common tasks quickly and efficiently.

This article provides a comprehensive list of keyboard shortcuts for Microsoft Outlook 2024 for Windows. These shortcuts are designed to save you time and effort by providing quick access to essential functions. Whether you're a new user or an experienced pro, this guide will help you master the keyboard shortcuts and boost your productivity in Outlook.



## Microsoft Outlook 2024 Keyboard Shortcuts For Windows. (Shortcut Matters) by U. C-Abel Books

★★★★★ 5 out of 5

Language : English

File size : 1556 KB

Print length : 62 pages

Lending : Enabled



## General Navigation

| Shortcut | Function | |---|---| | Ctrl + F | Open the Search Mail and People box | | F3 | Find the next message in the current folder | | Shift + F3 | Find the previous message in the current folder | | Ctrl + E | Open the Go to

Folder dialog box | | F12 | Open the Save As dialog box | | Ctrl + O | Open a message, appointment, or contact | | Ctrl + S | Save the current message, appointment, or contact | | Ctrl + N | Create a new message, appointment, or contact | | Ctrl + W | Close the current window |

## **Email Management**

| Shortcut | Function | |---|---| | Ctrl + R | Reply to the current message | | Ctrl + Shift + R | Reply to all recipients of the current message | | Ctrl + F | Forward the current message | | Ctrl + Shift + F | Forward the current message as an attachment | | Ctrl + D | Delete the current message | | Shift + Del | Permanently delete the current message | | Ctrl + U | Mark the current message as read | | Ctrl + I | Mark the current message as unread | | Ctrl + Flag | Flag the current message | | Ctrl + Shift + Flag | Clear the flag from the current message |

## **Calendar Management**

| Shortcut | Function | |---|---| | Ctrl + N | Create a new appointment | | Ctrl + O | Open an existing appointment | | Ctrl + S | Save the current appointment | | Ctrl + D | Delete the current appointment | | Ctrl + Shift + D | Permanently delete the current appointment | | Ctrl + U | Mark the current appointment as free | | Ctrl + T | Mark the current appointment as tentative | | Ctrl + B | Mark the current appointment as busy | | Ctrl + Shift + B | Clear the status from the current appointment |

## **Contacts Management**

| Shortcut | Function | |---|---| | Ctrl + N | Create a new contact | | Ctrl + O | Open an existing contact | | Ctrl + S | Save the current contact | | Ctrl + D | Delete the current contact | | Ctrl + Shift + D | Permanently delete the

current contact | | Ctrl + L | Link the current contact to another contact | | Ctrl + U | Unlink the current contact from another contact | | Ctrl + F | Find a contact |

## **Task Management**

| Shortcut | Function | |---|---| | Ctrl + N | Create a new task | | Ctrl + O | Open an existing task | | Ctrl + S | Save the current task | | Ctrl + D | Delete the current task | | Ctrl + Shift + D | Permanently delete the current task | | Ctrl + U | Mark the current task as completed | | Ctrl + Shift + U | Mark the current task as active | | Ctrl + F | Find a task |

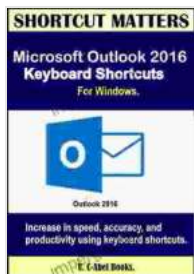
## **Other Useful Shortcuts**

| Shortcut | Function | |---|---| | Ctrl + Tab | Switch between the Mail, Calendar, Contacts, and Tasks modules | | Ctrl + 1 | Open the Mail module | | Ctrl + 2 | Open the Calendar module | | Ctrl + 3 | Open the Contacts module | | Ctrl + 4 | Open the Tasks module | | Ctrl + Shift + A | Open the Accessibility Checker | | Ctrl + H | Open the Help menu | | F1 | Open the Outlook Help window | | Alt + F4 | Close Outlook |

Mastering the keyboard shortcuts for Microsoft Outlook 2024 for Windows is essential for boosting your productivity. The shortcuts provided in this article will help you perform common tasks quickly and efficiently. By incorporating these shortcuts into your workflow, you can save valuable time and streamline your email and productivity management.

Remember, practice is key to becoming proficient in using keyboard shortcuts. Start by practicing a few shortcuts at a time and gradually incorporate more into your daily routine. With regular use, these shortcuts

will become second nature, allowing you to navigate Outlook with ease and maximize your productivity.



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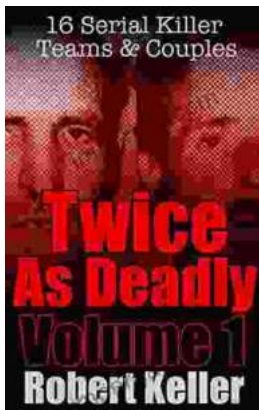
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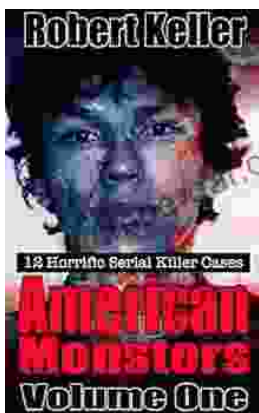
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