

## Microsoft Outlook shortcut keys

- **Ctrl + B** -- Bold highlighted selection.
- **Ctrl + I** -- Italicize highlighted selection.
- **Ctrl + U** -- Underline highlighted selection.
- **Alt + S** -- Send the email.
- **Ctrl + C** -- Copy selected text.
- **Ctrl + X** -- Cut selected text.
- **Ctrl + P** -- Open print dialog box.
- **Ctrl + K** -- Complete name/email typed in address bar.
- **Ctrl + R** -- Reply to an email.
- **Ctrl + F** -- Forward an email.

- **Ctrl + N** -- Create a new email.
- **Ctrl + Shift + A** -- Create a new appointment on your calendar.
- **Ctrl + Shift + O** -- Open the outbox.
- **Ctrl + Shift + I** -- Open the inbox.
- **Ctrl + Shift + K** -- Add a new task.
- **Ctrl + Shift + C** -- Create a new contact.
- **Ctrl + Shift + J** -- Create a new journal entry.