Frequently used shortcuts

Create a new message or calendar event.	Ctrl+N
Open selected message in a new window.	Shift+Enter
Delete message or item.	Delete
Forward message.	Ctrl+F
Go to calendar.	Ctrl+2
Select the **Reply All** option.	Ctrl+Shift+R
Reply to email message.	Ctrl+R
Send email message.	Ctrl+Enter
Open split buttons.	Alt+Down arrow key

Edit text

Copy your selection to the clipboard.	Ctrl+C
Cut text you selected.	Ctrl+X
Delete selected text or characters to the left of the cursor.	Backspace
Delete the word to the left of the cursor, but not the space before the word.	Ctrl+Backspace
Insert a hyperlink.	Ctrl+K
Paste content from the clipboard into the current location.	Ctrl+V
Repeat the most recent action.	Ctrl+Y
Reverse the most recent action.	Ctrl+Z

Format text

Apply bold formatting.	Ctrl+B
Apply italic formatting.	Ctrl+I
Underline text.	Ctrl+U

Mail keyboard shortcuts

Use the Folder pane

Collapse the selected section.	Left arrow key
Expand the selected section.	Right arrow key

Use the message and reading list

Delete selected message.	Delete
Mark the selected conversation or message as read.	Ctrl+Q
Mark the selected conversation or message as unread.	Ctrl+U
Permanently delete the selected message or item.	Shift+Delete
Flag a message or mark a flagged message as complete.	Insert
Cancel a search.	Esc
Go to the next message	Ctrl+>
Go to the previous message	Ctrl+<

Use the message list

Select the current and next message in the list. Use this to select multiple, contiguous messages.	Shift+Down arrow key
Select the current and previous messages in the list. Use this to select multiple, contiguous messages.	Shift+Up arrow key
Select the first message in the folder.	Home or Ctrl+Home

Use the reading list

Close a new message.	Esc
Create a new message.	Ctrl+N
Forward a selected message.	Ctrl+F
Go to the bottom of a conversation or message.	End
Go to the top of a conversation or message.	Home
Move down one page for conversations or messages of two or more pages.	Page down
Move up one page for conversations or messages of two or more pages.	Page up
Reply to the selected message.	Ctrl+R
Reply to the sender and all recipients of the selected message.	Ctrl+Shift+R
Send a message.	Ctrl+Enter

Calendar keyboard shortcuts

Create a new calendar item.	Ctrl+N
Delete the selected item.	Delete
Go to the calendar.	Ctrl+2
Move to a different region in the calendar.	F6
Move to the next event or area in the current view.	Tab key
Move to a previous event or area in the current view.	Shift+Tab
Open the selected item.	Enter

Use the calendar board view

Open the Quick Switcher.	Ctrl+Shift+K
Pan left, right, up, or down.	Ctrl+Left, Right, Up, or Down arrow key With JAWS and NVDA, switch to focus navigation to use this shortcut.
Reset pan and zoom.	Ctrl+0
Move selected item left, right, up, or down.	Ctrl+Shift+Left, Right, Up, or Down arrow key With JAWS and NVDA, switch to focus navigation to use this shortcut.
Deselect all items.	Esc
Open **Board** view.	Shift+Alt+6

Contacts (People) keyboard shortcuts

Go to **People**.	Ctrl+3
Go to **Mail**.	Ctrl+1
Go to **Calendar**.	Ctrl+2
Delete a contact or contact list.	Delete or Ctrl+D
Create a contact.	Ctrl+N
Search for a contact.	Ctrl+E
Discard contact.	Esc
Save a contact or contact list.	Ctrl+S
Select all contacts or contact lists.	Ctrl+A
Unselect all contacts or contact lists.	Esc
Edit a contact or contact list.	Shift+E

Contacts (People) keyboard shortcuts (cont)

Move down in the contact list or hub list.	Down arrow key
Move up in the contact list or hub list.	Up arrow key
Create a contact list.	Ctrl+L
Display the list of **People** keyboard shortcuts.	Shift+Question mark (?)
Move the focus to the **Home** tab.	Alt+H
Move the focus to the **View** tab.	Alt+V