

OUTLOOK 2016 KEYBOARD SHORTCUTS

To Do This	Press
Close	Escape or Enter
Go to Home tab	Alt+H
New message	Ctrl+Shift+M
Send	Alt+S
Insert file	Alt+N, A, F
New task	Ctrl+Shift+K
Delete	Delete (when a message, task, or meeting is selected)
Search	Ctrl+E Alt+H, R, P
Reply	Alt+H, R, P
Forward	Alt+H, F, W
Reply All	Alt+H, R, A
Copy	Ctrl+C or Ctrl+Insert