

Outlook Shortcuts — OfficeHelper

[Quick reference](#) • [OfficeHelper](#) • [Independent reference site](#)

- Ctrl+R Reply
- Ctrl+Shift+R Reply All
- Ctrl+F Forward
- Ctrl+N New item
- Ctrl+Enter Send
- Ctrl+E Search
- Ctrl+Shift+M New email
- Ctrl+Shift+A Appointment
- Ctrl+Shift+K Task
- Ctrl+Shift+Q Meeting

Note: shortcuts and features can vary by Office edition, operating system, keyboard layout and Microsoft 365 version.