50+ Keyboard shortcuts to move faster in Microsoft Outlook Express

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Keystroke	Function
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Insert drop-down menu from the Message window
Alt + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Alt + L	Reply All
Alt + O	Open Open the Format drop-down menu from the Message window
Alt + S	Send or post a message from the message window
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + Enter	View the selected message's properties
Ctrl + >	Move to the next message in the list
Ctrl + <	Move to the previous message in the list
Ctrl + A	Select all
Ctrl + B	Bold when editing a rich text message
Ctrl + C	Copy
Ctrl + D	Delete an item (message, contact, etc.)
Ctrl + E	Find People
Ctrl + F	Forward
Ctrl + G	Reply All (news only)
Ctrl + I	Open the Inbox Italicize when editing a rich text message
Ctrl + J	Move to the next unread newsgroup or folder
Ctrl + K	Check names in the To, CC, or BCC field against the Address Book (cursor must be in the corresponding message header field)
Ctrl + M	Send/Receive all
Ctrl + N	Open/Post a new message
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Mark the selected message Read
Ctrl + R	Reply

Keystroke	Function
Ctrl + S	Save a draft message
Ctrl + U	Move to the next unread e-mail message in the list
Ctrl + V	Paste
Ctrl + W	Go to a newsgroup
Ctrl + X	Cut
Ctrl + Y	Go To Folder
Ctrl + Z	Undo
Ctrl + Enter	Mark the selected message Read Send or post a message from the message window
Ctrl + Tab	Move between Edit, Source, and Preview tabs in a message
Ctrl + Shift + >	Move to the next message in the list
Ctrl + Shift + <	Move to the previous message in the list
Ctrl + Shift + A	Mark all messages Read
Ctrl + Shift + B	Open the Address Book
Ctrl + Shift + F	Find Message
Ctrl + Shift + M	Download news
Ctrl + Shift + R	Reply All
Ctrl + Shift + S	Insert a signature to a message
Ctrl + Shift + U	Move to the next unread news message in the list
Left Arrow	Expand a news thread (news only)
Right Arrow	Collapse a news thread (news only)
Plus Sign	Expand a news thread (news only)
Minus Sign	Collapse a news thread (news only)
F1	Open Outlook Help
F3	Find
F5	Refresh all news headers and messages
F7	Check spelling
F10	Select File from the Outlook toolbar button
Alt + F4	Close the active window

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