

# Keyboard Shortcuts: Outlook conversations

**Left Arrow** - After you've selected an email in a conversation or group, tap the left arrow key (←) to collapse it. Conversations are indicated by a white triangular right-facing arrow.

**Right Arrow** - With an email in a group or conversation selected, tap the (→) key to expand it. As long as the arrow stays white, there's more. Right-click on the highest level to clean up redundant messages.

**Ctrl + Delete** - Tired of deleting messages in a thread you care nothing about? Select one and use this shortcut to move them and future related ones to the Deleted Items folder.

## More tips ...

**Ctrl+Shift+K** - **Create a new task with Ctrl+Shift+K**, no matter where you are. For example, if an email reminds you that you have something to do. You can even drag and drop an email into the Task navigation button!

**Ctrl+Shift+A** - **In the middle of an email, but need to set up an appointment? Use Ctrl+Shift+A.** Then, return to what you were doing. Here, too, you can drop an email into the Calendar navigation button to create an appointment.

**Ctrl+Shift+P** - **Quickly create a new saved search folder with Ctrl+Shift+P.** Search folders refresh each time you select them!