

## Zimbra Shortcuts

Two keys separated by a space should be pressed in sequence, while two keys separated by a + should be pressed by holding the first one down and then pressing the second.

### Shortcuts for All Applications

g m	Switch ("go") to Mail
g a	Switch to Contacts ("address book")
g c	Switch to Calendar
g t	Switch to Tasks
g o	Switch to Options
g d	Switch to Documents ("notebook")
n	Create a new item (within the current application)
n m <i>or</i> c	New message ("compose")
C	New message in a new window
n c	New contact
n a	New appointment
n k	New task
n l	New calendar
n p	New notebook page
n w	New notebook ("wiki")
n f	New folder
n t	New tag
→	Next page of items
←	Previous page of items
p	Print selected items
p a	Print all items
Backspace <i>or</i> Del	Delete selected items
Esc	Close the current view
`	Show the Zimbra Assistant
y [n]	Show items with specified tag (set the tag in the "Tag Shortcuts" tab)
t [n]	Tag selected items with specified tag (set the tag in the "Tag Shortcuts" tab)
u	Remove all tags from selected item(s)
s [n]	Show results of specified search (set the search in the "Search Shortcuts" tab)

/	Move focus to the search box
ctrl+/ ctrl+/	Move focus to the content pane

### Shortcuts in Mail

i or v i	Go to ("visit") inbox and Get Mail
v d	Go to Drafts folder
v j	Go to Junk folder
v s	Go to Sent folder
v t	Go to Trash folder
v [n]	Show the specified mail folder (set the folder in the "Mail Folder Shortcuts" tab)
Enter	Open message
m r	Mark messages as read
m u	Mark messages as unread
m f	Flag/Unflag messages
m j	Mark messages as spam and move them to the Junk folder
. t or > t	Move messages to the Trash folder
. i or > i	Move messages to the Inbox folder
. [n] or > [n]	Move messages to the specified mail folder (set the folder in the "Mail Folder Shortcuts" tab)
r	Reply to sender
a	Reply to all recipients
f	Forward message
[	Select the next unread message
]	Select the previous unread message
v c	Display ("view") mail as a list of expandable conversations
v m	Display mail as a list of messages
m p	Show/Hide the message reading pane
x	Display the beginning of the selected message

### List view of mail as expandable conversations

o	Show or hide a conversation's messages
O	Expand all conversations
ctrl+o	Collapse all conversations

### Shortcuts in Mail Compose form

ctrl+Enter or ctrl+s	Send the message
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Esc	Cancel this message
ctrl+d	Save ("keep") the message as a draft
ctrl+q	Add an attachment to the message
ctrl+g	Choose ("get") recipients from Address Book
ctrl+b	Switch between HTML and Text format for the body
ctrl+x	Check ("examine") spelling
ctrl+w	Compose in a new window
alt+h	Make the message high priority
alt+n	Make the message normal priority
alt+l	Make the message low priority

### Shortcuts in Mail Conversation View

shift+→	Show next conversation
shift+←	Show the previous conversation

### Shortcuts in Address Book

e	Edit the selected contact
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### Shortcuts in Edit Contact form

ctrl+s	Save the contact
Esc	Cancel editing the contact

### Shortcuts in Calendar

e	Edit appointment
q	Create a quick appointment
r	Refresh the calendar
t	Show today
d or 1	Show single-day view
w or 7	Show week view
w w or 5	Show work-week view
m or 3	Show month view
s or 0	Show scheduling view
Esc	Close read-only appointment view

### Shortcuts in Edit Appointment form

ctrl+s	Save the appointment
Esc	Cancel editing the appointment

ctrl+a	Switch between timed and all-day appointment
ctrl+h	Switch between HTML and Text formats

### Shortcuts in Options

s	Save preferences for all Options tabs
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### Shortcuts for Documents

e	Edit this page
r	Refresh the page

### Shortcuts for Tasks

m c	Mark task as completed
m u	Mark task as not completed

### Shortcuts in Edit Task form

ctrl+s	Save the task
Esc	Cancel editing the task

### Shortcuts for Tab Views (for example, Options)

ctrl+j	Show the next tab
ctrl+k	Show the previous tab

### Shortcuts for Buttons

Enter	Press the button
↓	Display the pop-up menu for the button

### Shortcuts for Pop-up Menus

↓	Move to the next item
↑	Move to the previous item
Enter	Select the current item
Esc	Dismiss the menu
→	Show the sub-menu of the current item
←	Hide the sub-menu

### Shortcuts in Lists

↓ <i>or</i> Space <i>or</i> j	Select the next item
↑ <i>or</i> k	Select the previous item
ctrl+a	Select all visible items

Home	Select the first item
End	Select the last item
ctrl+`	Select/Unselect the focused item
Enter	Double-click the selected item
, <i>or</i> < <i>or</i> ctrl+m	Show a menu to act on the selected items (same as right-click)
shift+ ↓	Add the next item to the selection
shift+ ↑	Add the previous item to the selection
ctrl+ ↓	Focus on the next item without selecting
ctrl+ ↑	Focus on the previous item without selecting

### Shortcuts in Dialog Boxes

Enter <i>or</i> Space	Save changes in the dialog (same as "OK" button)
Esc	Cancel changes in the dialog (same as "Cancel" button)

### Shortcuts for Horizontal Toolbars

→	Focus on the next button
←	Focus on the previous button

### Shortcuts for Vertical Toolbars

↓	Focus on the next button
↑	Focus on the previous button