

Zimbra Collaboration Suite Shortcuts

Shortcuts for All Zimbra Applications

gm	Switch ("go") to Mail
ga	Switch to Contacts ("address book")
gc	Switch to Calendar
go	Switch to Options
gn	Switch to Documents ("notebook")
n	Create a new item (within the current application)
nm or c	New message ("compose")
C	New message in a new window
nc	New contact
na	New appointment
nl	New calendar
np	New notebook page
nw	New notebook ("wiki")
nf	New folder
nt	New tag
→	Next page of items
←	Previous page of items
p	Print selected items
pa	Print all items
Backspace	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)

Shortcuts in Mail

i or vi	Go to ("visit") inbox and Get Mail
vd	Go to Drafts folder
vs	Go to Sent folder
vt	Go to Trash folder
v[n]	Show the specified mail folder (set the folder in the "Mail Folder Shortcuts" tab)
o	Open message
mr	Mark messages as read
mu	Mark messages as unread
mf	Flag/Unflag messages
mj	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
vc	Display ("view") mail as a list of conversations
vm	Display mail as a list of messages
mp	Show/Hide the message reading pane
x	Display the beginning of the selected message

Shortcuts in Mail Compose form

ctrl+Enter or ctrl+s	Send the message
Esc	Cancel this message
ctrl+d	Save ("keep") the message as a draft
ctrl+a	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

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
ww 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 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

↓ or Space or j	Select the next item
↑ or 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
. or < or 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 or 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