

Main

Archive	Ctrl+Shift+A
Contacts	Ctrl+B
Contents	F1
Copy	Ctrl+C
Copy to Folder	Ctrl+Shift+C
Cut	Ctrl+X
Paste	Ctrl+V
Save	Ctrl+S
Delete	Del
Print	Ctrl+P
Find	Ctrl+Shift+F
Find in Body	F4
Flag	Ins
Forward	Ctrl+F
Forward as Attachment	Ctrl+Alt+F
Layout - mails	Ctrl+1
Layout - events	Ctrl+2
Layout - tasks	Ctrl+3
Layout - contacts	Ctrl+4
Layout - widgets	Ctrl+5
Mark as Read	Ctrl+Q
Mark as Unread	Ctrl+U
Move to Folder	Ctrl+Shift+V
Move to Inbox*	Ctrl+I
Move to Junk	Ctrl+J
New all day event	Ctrl+Shift+N
New distrib. list	
New contact	Ctrl+Shift+K
New distribution list	Ctrl+Shift+L
New event	Ctrl+Shift+E
New item	Ctrl+N
New mail	Ctrl+Shift+M
New task	Ctrl+Shift+T
Next message	Ctrl+.
Previous Message	Ctrl+,
Undo	Ctrl+Z
Redo	Ctrl+Y
Reply	Ctrl+R
Reply All	Ctrl+Shift+R
Search	Ctrl+E
Select All	Ctrl+A
Send & Recieve All	F5
Sidebar - Contact Details	Ctrl+Shift+1

Main (cont)

Sidebar - Agenda	Ctrl+Shift+2
Sidebar - Invitations	Ctrl+Shift+3
Sidebar - Chat	Ctrl+Shift+4

* This was changed in the settings from 'Ctrl+J'.

To find the shortcut settings go to: Menu ->Tools -> Settings -> General -> Shortcuts

Mail

Reply	Ctrl+R
Reply All	Ctrl+Shift+R
Forward	Ctrl+F
Forward as Attachment	Ctrl+Alt+F
Archive	Ctrl+Shift+A
Mark as Read	Ctrl+Q
Mark as Unread	Ctrl+U
Copy to Folder	Ctrl+Shift+C
Save	Ctrl+S
Delete	Del
Print	Ctrl+P
Move to Folder	Ctrl+Shift+V
Move to Junk	Ctrl+J
Find	F4
Flag	Ins
Next Message	Ctrl+.
Previous Message	Ctrl+,
Contents	F1

Send Mail

Send	Ctrl+Enter
Contents	F1
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Paste as Text	Ctrl+Shift+V
Save	Ctrl+S
Print	Ctrl+P
Image	Ctrl+Shift+I
Image as Link	Ctrl+M
Link	Ctrl+K
Undo	Ctrl+Z
Redo	Ctrl+Y
Check Spelling	F7
Replace	Ctrl+H
Select All	Ctrl+A
Translate with Bing Translator	Ctrl+T



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