

Thunderbird Cheat Sheet

TABS & SECTIONS

Alt + **1** mail home tab
Alt + **2** address book tab
Alt + **3** calendar tab
Alt + **4** tasks tab
F6 move to next main UI area
↑ + **F6** move to previous main UI area
F8 toggle message pane

MESSAGE FUNCTIONS

General

Ctrl + **N** new message
Ctrl + **Enter** send message
Ctrl + **R** reply to sender
Ctrl + **↑** + **R** reply all
Ctrl + **O** / **Enter** open message in new tab/window

Marking and Tagging

M toggle mark read
↑ + **C** mark all read
J mark as junk
↑ + **J** mark as not junk
1 to **9** add/remove tag
0 remove all tags

Moving around

F go to next message
B go to previous message
N go to next unread message
P go to previous unread message

Threads

→ expand thread
← collapse thread
***** expand all threads
**** collapse all thread

ADDRESS BOOK

Ctrl + **N** new contact
Ctrl + **M** .. write new message to selected contact(s)

CALENDAR

F11 show/hide today pane
Ctrl + **I** new event
Ctrl + **D** new task
Alt + **End** go to today
] go to next day/week/month
[..... go to previous day/week/month