

Evolution Quick Reference Card

Global

Mail Component

Components

 ${\rm Mail} \quad Ctrl{+}1$

Ctrl+2

Calendar Ctrl+3

Tasks Ctrl+4

Memos Ctrl+5

Controls

Contacts

New item in current mode Ctrl+N

Cycle focus between panes **F6**

Clear search bar Shift+Ctrl+Q

Close window Ctrl+W

Open new window Shift+Ctrl+W

Quit evolution Ctrl+Q

Selection

Print selection Ctrl+P

Save selection Ctrl+S

Delete selection Del or Backspace

Move mail/contacts to folder Shift+Ctrl+V Copy mail/contacts to folder Shift+Ctrl+Y

Contacts/Memo Components

 $General\ Commands$

New contact Shift+Ctrl+C
New contact list Shift+Ctrl+L

New memo Shift+Ctrl+O

 $General\ Commands$

New message Shift+Ctrl+M

Send/Receive messages F9

Selection

Apply filters Ctrl+Y

Open in new window Return or Ctrl+O

Forward selection Ctrl+F

Message List Pane

Next unread message . or

Previous unread message , or

Preview Pane

Reply to sender Ctrl+R

Reply to list Ctrl+L

Reply to all recipients Shift+Ctrl+R

Scroll up Backspace

Scroll down Space

Calendar/Task Components

General Commands

New appointment Shift+Ctrl+A

New meeting Shift+Ctrl+E

New task Shift+Ctrl+T

Navigation

Go to today Ctrl+T

Go to date Ctrl+G