

## Global – Components shortcuts:

Shortcut	Function
<b>Ctrl</b> +1	Used to <b>mail</b> .
<b>Ctrl</b> +2	Takes to <b>contacts</b> .
<b>Ctrl</b> +3	It is used for the <b>Calendar</b> .
<b>Ctrl</b> +4	Use this key for <b>tasks</b> .
<b>Ctrl</b> +5	Helps for <b>Memos</b> .

## Global – Controls shortcuts:

Shortcut	Function
<b>Ctrl</b> +N	It is used as a <b>New item in the current mode</b> .
<b>F6</b>	Helps to <b>Cycle focus between panes</b> .
<b>Shift</b> + <b>Ctrl</b> +Q	Use this key for the <b>Clear search bar</b> .
<b>Ctrl</b> +W	It will <b>close the window</b> .
<b>Shift</b> + <b>Ctrl</b> +W	This key is used to <b>open a new window</b> .

Shortcut	Function
<b>Ctrl</b> + <b>Q</b>	Helps to <b>Quit Evolution</b> .

## Global – Selection shortcuts:

Shortcut	Function
<b>Ctrl</b> + <b>P</b>	Helps to <b>Print selection</b> .
<b>Ctrl</b> + <b>S</b>	Use this key to <b>Save selection</b> .
<b>Del</b> or <b>Backspace</b>	It is used for the <b>Delete selection</b> .
<b>Shift</b> + <b>Ctrl</b> + <b>V</b>	This key will <b>move mail/contacts to a folder</b> .
<b>Shift</b> + <b>Ctrl</b> + <b>Y</b>	Helps to <b>copy mail/contacts to folder</b> .

## Contacts/Memo Components shortcuts:

Shortcut	Function
<b>Shift</b> + <b>Ctrl</b> + <b>C</b>	Takes to <b>New contact</b> .
<b>Shift</b> + <b>Ctrl</b> + <b>L</b>	Use this key for the <b>New contact list</b> .

Shortcut	Function
<b>Shift</b> + <b>Ctrl</b> + <b>O</b>	It is used for <b>New memo</b> .

## Mail Component – General Commands shortcuts:

Shortcut	Function
<b>Shift</b> + <b>Ctrl</b> + <b>M</b>	Sends <b>New message</b> .
<b>F9</b>	It is used to <b>Send/Receive messages</b> .

## Mail Component – Selection shortcuts:

Shortcut	Function
<b>Ctrl</b> + <b>Y</b>	Helps to <b>apply filters</b> .
<b>Enter</b> or <b>Ctrl</b> + <b>O</b>	Use this key to <b>open a new window</b> .
<b>Ctrl</b> + <b>F</b>	It is used for <b>forwarding selection</b> .

## Mail Component – Message List Pane shortcuts:

Shortcut	Function

Shortcut	Function
. or ]	Helps with the <b>Next unread message</b> .
, or [	Use this key for the <b>Previous unread message</b> .

## Mail Component – Preview Pane shortcuts:

Shortcut	Function
Ctrl + R	Used to <b>reply to the sender</b> .
Ctrl + L	It is used to <b>reply to a list</b> .
Shift + Ctrl + R	This key will <b>reply to all recipients</b> .
Backspace	Helps to <b>scroll up</b> .
Space	It will <b>scroll down</b> .

## Calendar/Task Components – General shortcuts:

Shortcut	Function
Shift + Ctrl + A	Takes to <b>New appointment</b> .

Shortcut	Function
Shift + Ctrl + E	Use this key for <b>New meeting</b> .
Shift + Ctrl + T	It is used for <b>new tasks</b> .

## Calendar/Task Components – Navigation shortcuts:

Shortcut	Function
Ctrl + T	Used for <b>Go to today</b> .
Ctrl + G	Helps for <b>Go to date</b> .