

Keyboard Shortcuts

Shortcut	Windows	Mac	Linux
Approve	Ctrl `	Cmd `	Ctrl `
Attach	Ctrl T	Cmd T	Ctrl T
Black		Option Cmd K	
Blue		Option Cmd B	
Bold	Ctrl Shift B	Shift Cmd B	Ctrl Shift B
Brown		Option Cmd W	
Check Spelling	Ctrl Shift L	Shift Cmd L	Ctrl Shift L
Close	Ctrl W	Cmd W	Ctrl W
Collapse and deselect (thread)	Shift-left arrow	Shift-left arrow	Shift-left arrow
Collapse (thread)	left arrow or spacebar	left arrow or spacebar	left arrow or spacebar
Collapse (tree view)	left arrow	left arrow	left arrow
Connect	Ctrl K	Cmd K	Ctrl K
Copy	Ctrl C	Cmd C	Ctrl C
Cut	Ctrl X	Cmd X	Ctrl X
Delete	Ctrl D	Cmd D	Ctrl D
Delete the next word	Ctrl Delete	Option Forward Del	Ctrl Delete
Delete the previous word	Ctrl Backspace	Option Delete	Ctrl Backspace
Deselect last (icon view)	Shift-left arrow	Shift-left arrow	Shift-left arrow
Directory	Ctrl L	Cmd L	Ctrl L
Disconnect	Ctrl K	Cmd K	Ctrl K
Exit	Alt Shift F4		
Expand and select (thread)	Shift-right arrow	Shift-right arrow	Shift-right arrow
Expand (thread)	right arrow or spacebar	right arrow or spacebar	right arrow or spacebar
Expand (tree view)	right arrow	right arrow	right arrow
Filter view cycling	Insert		
Find	Ctrl F	Cmd F	Ctrl F
Find Next	F3 or Ctrl G	Cmd G	Ctrl G
Find Previous	Shift F3	Shift Cmd G	
Format Paragraphs	Ctrl Shift M	Shift Cmd M	Ctrl Shift M
Format selection	Ctrl M	Cmd M	Ctrl M
Forward	Ctrl Shift =	Shift Cmd =	Ctrl Shift =
Get Info		Cmd I	
Gray		Option Cmd E	

Keyboard Shortcuts

Shortcut	Windows	Mac	Linux
Green		Option Cmd G	
Help	F1		
Help Contents	Shift F1		
Hide Bcc	Ctrl B	Cmd B	Ctrl B
Hide client		Cmd H	
History	Ctrl H	Shift Cmd H	Ctrl H
Insert File	Ctrl Shift T	Shift Cmd T	Ctrl Shift T
Insert Page Break	Shift Enter	Shift Return	Shift Enter
Insert Signature	Ctrl Shift S	Shift Cmd S	Ctrl Shift S
Italic	Ctrl Shift I	Shift Cmd I	Ctrl Shift I
Larger	Ctrl]	Cmd]	Ctrl]
Magenta		Option Cmd M	
Mark as Read/Unread	Ctrl -	Cmd -	Ctrl -
Move between panes	Ctrl up or down arrow	Cmd up or down arrow	Ctrl up or down arrow
New Message	Ctrl N	Cmd N	Ctrl N
Next in Thread	F2	Cmd /	Ctrl /
Next Unread	Ctrl U	Cmd U	Ctrl U
Open Bookmarks	Ctrl 3	Cmd 3	Ctrl 3
Open Calendar	Ctrl 6	Cmd 6	Ctrl 6
Open Contacts	Ctrl 2	Cmd 2	Ctrl 2
Open Desktop	Ctrl 0	Cmd 0	Ctrl 0
Open from navigation bar in a new window	Shift-click button	Shift-click button	Shift-click button
Open Mail	Ctrl 1	Cmd 1	Ctrl 1
Open Memos	Ctrl 8	Cmd 8	Ctrl 8
Open My Shared Documents	Ctrl 9	Cmd 9	Ctrl 9
Open Résumé	Ctrl 5	Cmd 5	Ctrl 5
Open Selected	Ctrl 0	Cmd 0	Ctrl 0
Open Voice Greetings	Ctrl 7	Cmd 7	Ctrl 7
Open Web Publishing	Ctrl 4	Cmd 4	Ctrl 4
Orange		Option Cmd O	
Paste	Ctrl V	Cmd V	Ctrl V

Keyboard Shortcuts

Shortcut	Windows	Mac	Linux
Paste Special	Ctrl Shift V	Option Cmd V	Ctrl Shift V
Path display	Ctrl-click title bar	Cmd-click title bar	Ctrl-click title bar
Permissions	Ctrl ;	Cmd ;	Ctrl ;
Plain	Ctrl Shift P	Shift Cmd P	Ctrl Shift P
Previous in Thread	Shift F2	Cmd Option /	Ctrl Alt /
Print	Ctrl P	Cmd P	Ctrl P
Properties	Alt Enter		Alt Enter
Quit		Cmd Q	Ctrl Q
Quoted	Ctrl Shift '	Shift Cmd '	Ctrl Shift '
Red		Option Cmd R	
Redo	Ctrl Y	Cmd Y	Ctrl Y
Replace	Ctrl Shift F	Shift Cmd F	Ctrl Shift F
Reply	Ctrl R	Cmd R	Ctrl R
Reply with Quote	Ctrl '	Cmd '	Ctrl '
Save	Ctrl S	Cmd S	Ctrl S
Scroll one screen at a time (one page at a time in presentation view)	Page Up/Page Down	Page Up/Page Down	Page Up/Page Down
Select All	Ctrl A	Cmd A	Ctrl A
Select all items with a common value	Ctrl Shift-click	Shift Cmd-click	Ctrl Shift-click
Select next (icon view)	Shift-right arrow	Shift-right arrow	Shift-right arrow
Send	Ctrl E	Cmd E	Ctrl E
Send and Close	Ctrl Shift E	Shift Cmd E	Ctrl Shift E
Show Bcc	Ctrl B	Cmd B	Ctrl B
Show Presentation	F5	Option Cmd P	Ctrl Alt P
Smaller	Ctrl [Cmd [Ctrl [
Smart Zoom	Ctrl =		
Snap to grid		Cmd drag	
Stop activities	Ctrl Break	Cmd .	Ctrl Break
Underline	Ctrl Shift U	Shift Cmd U	Ctrl Shift U
Undo	Ctrl Z	Cmd Z	Ctrl Z
Upload	Ctrl T	Cmd T	Ctrl T
Window cycling		Shift Cmd ~	
Yellow		Option Cmd Y	
Zoom In (viewer window)	Shift up arrow	Shift up arrow	Shift up arrow
Zoom Out (viewer window)	Shift down arrow	Shift down arrow	Shift down arrow
Zoom Window		Cmd =	