



# Zimbra Web Client cheat sheet

## General

Space	Select next
Ctrl + Up arrow	Focus previous
Ctrl + Down arrow	Focus next
Shift + Up arrow	Add previous
Shift + Down arrow	Add next
Ctrl + A	Select all
Enter	Select
Ctrl + Enter or Ctrl + M or , or <	Action menu

## All apps

` or ~	Assistant
G + M	Go to mail
G + A	Go to contacts
G + C	Go to calendar
G + I	Go to IM
G + N	Go to notebook
G + T	Go to tasks
G + P	Go to preferences
G + B	Go to briefcase
N	New item
N + M or C	New message
N + L	New calendar
N + C	New contact
N + A	New appointment
N + F	New folder
N + T	New tag
N + W	Yeni wiki
P	Print
G	then 1: Tag #1
U	Untag items
Alt + Shift + D	then 0: Turn off debug
Alt + Shift + D	then 1: Debug level 1
Alt + Shift + D	then 2: Debug level 2
Alt + Shift + D	then 3: Debug level 3
Alt + Shift + D	then T: Debug timing

## Mail

=	Check email
I or V + I	Inbox
V + D	Drafts
V + J	Junk folder
V + S	Sent
V + T	Trash can
Enter	Open message
E	Mark as muted
M + R or Z	Mark as read
M + U or X	Mark as unread
M + F	Toggle flagging messages
M + S	Mark message as junk
. + T	Move to trash can
R	Reply
A	Reply all
F	Forward message
T	Select next item
K	Select previous item
Space	Continue reading
[	Go to previous unread message
]	Go to next unread message
Shift + ]	Last unread message
Shift + [	First unread message
V + C	Chat view
V + M	Message view
M + P + B	Bottom reading pane
M + P + R	Right reading pane
M + P + O	Close reading pane
Q	Show snippets
N + F	New folder
Ctrl + Z	Undo

## Chat list view

Right arrow	Expand chat
Left arrow	Collapse chat
O	Expand / collapse chat
Shift + O	Expand all chats
Ctrl + O	Collapse all chats

Ctrl + [	Select previous unread message
Ctrl + ]	Select next unread message
Shift + Ctrl + [	Select first unread message
Shift + Ctrl + ]	Select last unread message

## Create

Ctrl + Q	Show keyboard shortcuts
Ctrl + Enter	Send
Esc	Cancel
Ctrl + S	Save draft
Ctrl + M	Add attachment
Ctrl + G	Search for an address
Ctrl + H	HTML / text format
Alt + X	Spell check

## Address balloon

Del or Backspace	Remove selected addresses
Right arrow	Select next address
Left arrow	Select previous address

## Quick reply (only in chat view)

Ctrl + Enter	Send
Esc	Cancel

## Chat view

Shift + Right arrow	Next chat
Shift + Left arrow	Previous chat

## Address book

E	Edit
P + A	Print address book

## Edit contact

Ctrl + S	Save
Esc	Cancel

## Calendar

E	Edit appointment
Q	Create quick appointment

R	Refresh
Y	Go to today
D or 1	Day view
W or 7	Week view
W + W or 5	Working week view
M or 3	Moon view
L or 9	List view
Esc	Close
Ctrl + C	Copy appointment
Ctrl + V	Paste appointment

## Edit appointment

Ctrl + Q	View shortcuts
Ctrl + S	Save
Esc	Cancel
Ctrl + H	HTML / text format

## Preferences

Ctrl + S	Save
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## Tasks

M + C	Mark as completed
M + U	Mark as not completed
M + P + B	Bottom reading pane
M + P + R	Right reading pane
M + P + O	Close reading pane
. + T	Move to trash can

## Edit task

Ctrl + S	Save
Esc	Cancel

## Tabs view

Ctrl + J or Alt + Right arrow	Go to next tab
Ctrl + K or Alt + Left arrow	Go to previous tab
Alt + 1	...to 9: Go to specific tab number

## Dialog boxes

Enter or Space	Save changes
Esc	Cancel changes
E	Reply as "Yes"
H	Reply as "No"

## HTML editor

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + Shift + K	Strikethrough
Ctrl + U	Underlined
Ctrl + K	Add hyperlink dialog box
Ctrl + L	Align to left
Ctrl + R	Align to right
Ctrl + E	Align to center
Ctrl + 1	Heading 1
Ctrl + 2	Heading 2
Ctrl + 3	Heading 3
Ctrl + 4	Heading 4
Ctrl + 5	Heading 5
Ctrl + 6	Heading 6

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*More information:* [defkey.com/eu/zimbra-web-client-shortcuts](https://defkey.com/eu/zimbra-web-client-shortcuts)

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