



FastMail cheat sheet

Global navigation

Switch to another app or screen in FastMail with these keyboard shortcuts.

Shift + G then M	Mail
Shift + G then A	Contacts
Shift + G then C	Calendar
Shift + G then N	Notes
Shift + G then F	Files
Shift + G then B	Billing & Plan
Shift + G then S	Settings
Shift + G then ?	Help
Shift + G then L	Log out

General mail actions

C	Compose
G	Go to a folder
Z	Undo
Space	Page down
Shift + Space	Page up
/	Focus the mail search box. Use Alt+Enter to limit to the current folder only, or Shift+Enter to force searching all folders
Esc	Cancel

Navigate, refresh, select & pin

These actions apply while viewing your mailbox list. The currently focussed conversation is shown in the mailbox list with a blue line to the left of the checkbox.

U	Refresh
J	Focus next
K	Focus previous
O or Enter	Open
X	Select or deselect
S	Toggle pinned
Shift + X	Select/deselect a range
* then A or ' then A	Select all
* then N or ' then N	Unselect all

Conversation actions

When viewing your mailbox list, these actions apply to any selected conversations. Selected messages appear with a checkmark to the left and are highlighted in a different colour. When reading a conversation, these actions apply just to that conversation.

# or D or Del	Delete
B	Snooze
M	Move
Alt + Left click + Move the mouse	Copy/Duplicate
Y	Archive
H	Archive
!	Report spam
. then R	Mark read
. then U	Mark unread
. then P	Pin
. then N	Unpin
%	Permanently delete (cannot be undone)

Message actions

While reading a conversation, the following additional shortcuts can be used.

J	Next
K	Previous
U	Return to the mailbox list.
R	Reply
A	Reply to all
Alt + R	Reply to sender
F	Forward
Shift + L	Display images
Shift + E	Expand all
Alt + Shift + E	Collapse all
Shift + Left click	Expand/Collapse all
N	Focus next. When a message is focussed, the R/A/Alt+R/F shortcuts apply to that message instead of the last message in the conversation.
P	Focus previous. When a message

is focussed, the R/A/Alt+R/F shortcuts apply to that message instead of the last message in the conversation.

E	Expand
;	More actions
:	Toggle message details
"	Toggle quotes

Compose

Ctrl + Enter	Send
Ctrl + S	Save draft
Ctrl + Shift + Alt + Backspace	Discard
Ctrl + Shift + C	Show Cc
Ctrl + Shift + B	Show Bcc
Ctrl + M	Format text
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + K	Add/remove link
Ctrl + D	Format as code
Ctrl + Shift + 5	Subscript
Ctrl + Shift + 6	Superscript
Ctrl + Shift + 7	Strikethrough
Ctrl + Shift + 8	Bullet list
Ctrl + Shift + 9	Numbered list
Tab	(at start of list item) Indent list
Shift + Tab	(at start of list item) Unindent list
Ctrl + [Remove quote
Ctrl +]	Add quote

Contacts

The following shortcuts can be used while viewing your contact list.

N	New contact
J	Next
K	Previous
X	Select/deselect
S	Toggle pinned

Shift + X	Select/deselect a range
E	Edit
Ctrl + S	Save
Esc	Discard changes
# or D or Del	Delete
R	Groups
/	Search
Z	Undo

Calendar

The following shortcuts can be used while viewing your calendar.

N	New event
Alt	Copy event
C	Calendars
V	Switch view
O	Time zone
G	Go to date
T	Go to today
J	Next
K	Previous
Ctrl + S	Save
Esc	Close pop over
Z or Ctrl + Z	Undo
Ctrl + Shift + Z	Redo

Notes

N	New note
J	Next
K	Previous
S	Toggle pinned
E	Edit
Ctrl + S	Save
Esc	Discard changes
# or D or Del	Delete
/	Focus the notes search box
Z	Undo

File

/	Put focus in the search box
N	New Folder
P	uPload
E	Edit item
Ctrl + S	Save
# or D or Del	Delete
M	Move to...
C	Copy to...
W	DoWnload selected items

Emoji

A pop-up window for selecting emojis is supported natively in both Windows 10 and macOS. These are system-wide Windows / Mac shortcut.

Win + . or Control + Cmd + Space Open emoji selection pop-up.

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More information: defkey.com/fastmail-shortcuts

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