



# Zoho Mail cheat sheet

## Global: Mail listing

Right arrow	Expand mail
Left arrow	Collapse mail
Up arrow	Previous mail
Down arrow	Next mail

## Global: Tab

Ctrl + P	Print
Ctrl + Shift + P	System print
Ctrl + [	Previous tab
Ctrl + ]	Next tab
Ctrl + \	Close tab
\	Close preview
Esc	Clear menu

## Global: App navigation

A then M	Go to mail
A then C	Go to calendar
A then T	Go to task
A then N	Go to notes
A then S	Go to stream
A then F	Go to attachment

## Global: New creation

C	Create
C then M	Compose mail
C then E	Create event
C then T	Create task
C then N	Create note
C then B	Add bookmark

## Global: Search shortcuts

/	Contextual search
/ then M	Mail search
/ then T	Task search
/ then N	Notes search
/ then S	Streams search
/ then Q	Quick access

/ then C	Calendar search
/ then B	Bookmark search
/ then A	Attachment search
/ then I	Contacts search

## Mail: Navigation

G then I	Go to inbox
G then U	Go to unread view
G then S	Go to sent
G then D	Go to drafts
G then F	Go to flag
G then A	Go to All view
G then L	Go to label view
G	Expand folder
K	Collapse folder

## Mail: Selection

X	Select mail
Ctrl + A	Select all mail
Ctrl + D	Deselect all mail
P	Previous mail
N	Next mail

## Mail: Shortcuts when mail(s) selected

R	Reply
A	Reply all
F	Forward
E	Edit as new
V	View menu
L	Label menu
D	Move to menu
Y	Clear label
T	Open mail in tab
O	Open mail in window
S	Show original
Shift + 1	Report spam
Shift + N	Report not spam
Shift + P	Print mail

Shift + U	Mark as unread
Shift + I	Mark as read
Del	Delete mail
Shift + A	Archive
Shift + R	Reader view

*Last modification: 2019/11/11 20:10:27*

*More information:* [defkey.com/ja/zoho-mail-shortcuts](https://defkey.com/ja/zoho-mail-shortcuts)

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