



Mozilla Thunderbird cheat sheet

Message functions

Ctrl + N or Ctrl + M	New message
Ctrl + R	Reply to message (sender only)
Ctrl + Shift + R	Reply to all in message (to sender and all recipients)
Ctrl + Shift + L	Reply to list
Ctrl + L	Forward message
Ctrl + E	Edit message as new
To start a new message in non-default format (Plain text vs. HTML): Hold Shift while clicking any one of these buttons: Write, Reply, Reply All, Reply List, or Forward or Right-click existing message, then hold Shift while choosing any one of the following from the context menu: Reply to Sender Only, Reply to All, Reply to List, or Forward.	
F5	Get new messages for current account
Shift + F5	Get new messages for all accounts
Ctrl + O or Enter	Open message (in new window or tab)
Middle click	(on message or folder) Open message or folder in a new tab in the background
Right click	then hold Shift while choosing: Open Message in New Tab
Ctrl + Shift + O	Open message in conversation
Ctrl + + or Ctrl + = or Ctrl + Wheel up	Zoom in
Ctrl + - or Ctrl + Wheel down	Zoom out
Ctrl + 0	Reset zoom
Right arrow	Expand collapsed thread
Left arrow	Collapse expanded thread
*	Expand all threads
\	Collapse all threads
K	Newsgroups: Ignore or unignore thread
Shift + K	Newsgroups: Ignore or unignore subthread
W	Newsgroups: Watch thread

Managing messages

Ctrl + P	Print message or selected message text
Ctrl + S	Save message as file
Ctrl + U	View message source
Ctrl + A	Select all (messages, text, or attachments)
Ctrl + Shift + A	Select thread
F7	Toggle Caret browsing (select text with keyboard)
Ctrl + C	Copy selected text
Ctrl + X	Cut selected search text
Ctrl + V	Paste text into search or filter fields
To select multiple non-adjacent messages (several separate messages), select any message of your intended selection, and then either Ctrl + Click on each message that you want to add to your selection or hold Ctrl while using any of the movement keys listed below and then pressing Space on each message that you want to add to your selection. The movement keys are Up arrow, Down arrow, Page Down, Page Up, End, or Home.	
Ctrl + Left click + Move the mouse	Drag message to destination folder to copy message to another folder (release mouse button before releasing Ctrl)
Ctrl + Shift + M	Move/Copy message to previous target folder again
A	Archive message
Del	Delete message, folder, attachment, or selected search text
Shift + Del	Delete message bypassing trash (no undo!)
Ctrl + Z	Undo
Ctrl + Y	Redo
F2	Rename folder

Tagging and marking messages

1	to 9: Add / remove tag
0	Remove all tags from message
M	Mark message as read / unread

R	Mark thread as read
Shift + C	Mark all read
C	Mark as read by date
J	Mark as junk
Shift + J	Mark as not junk
S	Add / remove star

Finding messages

Ctrl + K	Search all messages (global full text search in all accounts)
Ctrl + Shift + K	Quick filter (search messages in current folder or view)
Esc	Clear current quick filter; hide quick filter bar
Ctrl + Shift + F	Search messages (advanced search in folder)

Finding text in the current message

Ctrl + F	Find text in current message
Ctrl + G or F3	Find again in current message
Ctrl + Shift + G or Shift + F3	Find previous in current message

Moving between messages

Alt + Home	Go to Mail Start Page
Space	Scroll down current message, then go to next unread message
F	Go to Next message
B	Go to Previous message
N	Go to Next unread message
P	Go to Previous unread message
T	Go to next unread thread (and mark current thread as read)
]	Go to next viewed message
[	Go to previous viewed message

Controlling Thunderbird windows and tabs

Tab	Move to next UI element
Shift + Tab	Move to previous UI element

F6 or Ctrl + F6	Move to next mail pane
Shift + F6 or Ctrl + Shift + F6	Move to previous mail pane
Ctrl + Tab or Ctrl + Page Down	Next tab
Ctrl + Shift + Tab or Ctrl + Page Up	Previous tab
Ctrl + 1	Mail & newsgroups home tab (tab 1)
Ctrl + 2	to 8: Go to tab 2 to 8
Ctrl + 9	Last tab
Ctrl + Shift + B	Address book
Ctrl + J	Saved files
F1	Help
F8	Toggle message pane
Alt or F10	Toggle menu bar (if hidden)
Context menu key or Shift + F10	Show context menu
Win + Down arrow	Minimize current window
Ctrl + W	Close window or tab
Alt + F4	Close window
Ctrl + F4	Close tab
Ctrl + Shift + T	Undo close tab (restore and go to most recently closed tab)

Writing messages

Ctrl + N or Ctrl + M	New message
Ctrl + S	Save draft
Ctrl + P	Print draft
Ctrl + Enter	Send message now
Ctrl + Shift + Enter	Send message later

Controlling the compose window

F9	Toggle contacts sidebar
F6 or Ctrl + F6 or Ctrl + Tab	Move to next main UI element
Shift + F6 or Ctrl + Shift + F6 or Ctrl + Shift + Tab	Move to previous main UI element
Ctrl + + or Ctrl + = or Ctrl + Wheel up	Zoom in

Ctrl + - or Ctrl + Wheel down	Zoom out
Ctrl + 0	Reset zoom
Ctrl + 1	Show main mail window (Mail & Newsgroups)

Most of the common keyboard shortcuts for controlling a Thunderbird window can also be used in the compose window.

Editing message text

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + O	Paste as quotation
Ctrl + R	Rewrap message text
Del	Delete selected text, attachment, table cell contents or table
Ctrl + Del	Delete word to the right
Ctrl + Backspace	Delete word to the left
Ctrl + A	Select all (text in a message, or attachments)
Ctrl + Left click	(to cell) Select table cell
Left click + Move the mouse	Drag mouse across cells of rows or columns to select table rows or columns
Ctrl + Left click	(on table border) Select table
Ctrl + K	Insert link
Ctrl + Shift + K	Discontinue link or remove links from selection
Ctrl + Shift + R	Remove named anchors
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F or Ctrl + H	Find and replace text in current message
Ctrl + G or F3	Find again in current message
Ctrl + Shift + G or Shift + F3	Find previous in current message
Ctrl + Shift + P	Check spelling
Ctrl + Shift + A	Attach file
F2	Rename attachment

Styling the message text

Ctrl + + or Ctrl + > or Ctrl + ,	Larger font size
Ctrl + - or Ctrl + < or Ctrl + .	Smaller font size
Ctrl + B	Text style bold
Ctrl + I	Text style italic
Ctrl + Shift + Y or Ctrl + Space	Discontinue or remove text styles
Ctrl +]	Increase indent
Ctrl + [	Decrease indent

Address book

Ctrl + N	New address book contact
Ctrl + M	Write new message to selected contacts
Ctrl + F	Address book quick filter
Ctrl + Shift + F	Address book advanced search
Ctrl + I	Edit properties of selected contact or address book
Ctrl + A	Select all (contacts or search text)
Ctrl + P	Print selected contacts
Ctrl + 1	Show main mail window (Mail & Newsgroups)

Miscellaneous

Ctrl + Shift + Del	Clear history
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Lightning (calendar add-on)

F11	Show or hide Today pane
Ctrl + Shift + C	Calendar tab
Ctrl + Shift + D	Tasks tab
Ctrl + 1	Mail & newsgroups home tab (tab 1)
Ctrl + I	New event
Ctrl + D	New task

Lightning: Calendar tab

Esc	Clear current Events filter
Alt + End	Go to Today
Alt + 1	Day view

Alt + 2	Week view
Alt + 3	Multiweek view
Alt + 4	Month view

Lightning: Tasks tab

Ctrl + Shift + K	Filter tasks
Esc	Clear current tasks filter

Lightning: General

Ctrl + C	Copy (selected events, tasks or text)
Ctrl + X	Cut (selected events, tasks or text)
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + P	Print

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More information: defkey.com/mg/mozilla-thunderbird-shortcuts

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