



Evolution Mail and Calendar cheat sheet

Global

| | |
|------------------|--|
| Ctrl + 1 | Select Mail component |
| Ctrl + 2 | Select Contacts component |
| Ctrl + 3 | Select Calendars component |
| Ctrl + 4 | Select Tasks component |
| Ctrl + 5 | Select Memos component |
| Ctrl + N | Create a new item in current component |
| F6 | Cycle focus between panes |
| Shift + Ctrl + Q | Clear search bar |
| Ctrl + W | Close window |
| Shift + Ctrl + W | Open new window |
| Ctrl + Q | Quit Evolution |
| Ctrl + P | Print selection |
| Ctrl + S | Save selection |
| Del or Backspace | Delete selection |
| Shift + Ctrl + V | Move mails or contacts to folder |
| Shift + Ctrl + Y | Copy mails or contacts to folder |

Mail

| | |
|-------------------|---|
| Shift + Ctrl + M | Create a new message |
| F12 | Send and receive messages |
| Ctrl + Y | Apply filters to selection |
| Ctrl + O or Enter | Open selection in new window |
| Ctrl + F | Forward selection |
| Ctrl + K | Mark the selection as read |
| Ctrl + Shift + K | Mark the selection as unread |
| Down arrow | Jump to next message. |
| Up arrow | Jump to previous message |
| . or] | Jump to next unread message |
| , or [| Jump to previous unread message |
| Ctrl + R | Reply to sender |
| Ctrl + L | Reply to list |
| Shift + Ctrl + R | Reply to all recipients |
| Backspace | Scroll up/Navigate in unread email across folders |
| Space | Scroll down/Navigate in unread email across folders |

If the message is more than one screen long, Space

works as Page Down.

If you press Space after you reach the bottom of the page, it takes you to the next unread message.

If there are no more unread messages in the mailbox, pressing Space takes you to the next unread message in the next folder.

If new messages arrive in a number of folders, Space toggles between those folders. This feature allows you to switch to the next unread message in a different folder without clicking the folder.

Backspace has the same behavior but reverted: It scrolls up in a message and can jump to the next unread message in the previous folder.

Calendar

| | |
|------------------|--------------------------|
| Shift + Ctrl + A | Create a new appointment |
| Shift + Ctrl + E | Create a new meeting |
| Shift + Ctrl + T | Create a new task |
| Shift + Ctrl + O | Create a new memo |
| Ctrl + T | Go to today |
| Ctrl + G | Go to date |
| Ctrl + Y | Day View |
| Ctrl + J | Work Week View |
| Ctrl + K | Week View |
| Ctrl + M | Month View |
| Ctrl + L | List View |

Contacts

| | |
|------------------|----------------------------|
| Shift + Ctrl + C | Create a new contact. |
| Shift + Ctrl + L | Create a new contact list. |

Source: Evolution Mail and Calendar help

Last modification: 2025.04.22 11:12:38

More information: defkey.com/mn/evolution-mail-and-calendar-shortcuts

[Customize this PDF...](#)