



Spark Mail cheat sheet

File

Cmd + N	New mail
Cmd + E	New event
Shift + Cmd + A	Attach files

Edit

Shift + Cmd + V	Paste and match style
Option + Cmd + F	Search mailbox

Message

Shift + Cmd + N	Get new mail
Cmd + Enter	Send
Shift + Cmd + Enter	Send and archive
Shift + Cmd + R	Reply all
Cmd + R	Reply
Shift + Cmd + F	Forward
Shift + Cmd + U	Mark as read
Shift + Cmd + P	Pin
Cmd + D	Snooze
Shift + Cmd + J	Mark as spam
Control + Cmd + A	Archive
Shift + Cmd + E	Edit
Shift + Cmd + I	Move to inbox
Shift + Cmd + M	Move
Cmd + L	Create link
Cmd + Del	Delete

Composer

Shift + Cmd + C	Cc
Shift + Cmd + B	Bcc
Cmd + B	Bold
Cmd + I	Italic
Cmd + U	Underline
Shift + Cmd + X	Strikethrough
Shift + Cmd + 7	Bullet list
Shift + Cmd + 8	Numbered list
Cmd + K	Add link
Shift + Cmd + T	Pick template

Cmd +] Increase indentation level

Cmd + [Decrease indentation level

Window

Cmd + M	Minimize
Cmd + 1	Inbox
Cmd + 2	Calendar
Cmd + 0	Message viewer

View

J	Previous message
K	Next message
D	1 day
X	3 days
W	Week
M	Month
Cmd + Right arrow	Next date
Cmd + Left arrow	Previous date
Cmd + T	Go to today
Control + Cmd + F	Toggle fullscreen

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More information: defkey.com/ro/spark-mail-shortcuts

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