



# 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

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More information: [defkey.com/sw/evolution-mail-and-calendar-shortcuts](https://defkey.com/sw/evolution-mail-and-calendar-shortcuts)

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