Yahoo Mail cheat sheet

Messages and conversations

R	Reply to a message
A	Reply all to a message
F	Forward a message
K	Mark as read
Shift + K	Mark as unread
L	Star/Unstar a message
P	Print message
Del	Delete message
Shift + C	Add sender to contacts
D	Open Move menu
D	Press 1-9 to move message(s) to one of your first 9 folders
Ctrl + Shift + E	Create a new folder
Left arrow	Previous message
Right arrow	Next message
,	Highlight the previous card in a conversation
.	Highlight the next card in a conversation

Attachment previews

Left arrow	Previous attachment
Right arrow	Next attachment
Up arrow / Down arrow	Scroll through an attachment
Ctrl + F	Switches to expanded view from side by side mode
Esc	Returns to previous mode
Ctrl + +	Zooms in on a document
Ctrl + -	Zooms out on a document

General commands

Del	Sends the selected messages to the Trash
E	Archives the selected messages
M	Check mail (jumps to Inbox)
Shift + M	Check all mail (includes POP accounts)
N	Compose a new email
V	Toggle Preview Pane
S	Search
Ctrl + Shift + S	Turn on voice command
Ctrl + Shift + X	Turn off voice command

Compose

Ctrl + Shift + U	Attach files (one at a time)
Ctrl + S	Save as a draft
Ctrl + Enter	Send message
Ctrl + U	Underline
Ctrl + B	Bold
Ctrl + I	Italics
Alt + Shift + 5	Strikethrough
Ctrl + Shift + E	Center text
Ctrl + Shift + L	Align Left
Ctrl + Shift + R	Align Right

Inbox

Up arrow / Down arrow	Highlight the next message
Space	Check/Uncheck a message
K	Mark as read
Shift + K	Mark as unread
L	Star/Unstar a message
Ctrl + A	Select all messages in view
Ctrl + Up arrow / Down arrow	Move focus up or down the list (preserving selection)
D	Open Move menu
D	Press 1-9 to move message to one of your first 9 folders
Ctrl + Shift + E	Create a new folder
[	Move to the previous tab
]	Move to the next tab

Last modification: 11/11/2019 8:10:16 PM

More information: *defkey.com/yahoo-mail-shortcuts*

Customize this PDF...