

# Zimbra Web Client cheat sheet

## General

Space	Select next
Ctrl + Up arrow	Focus previous
Ctrl + Enter	Action menu

## All apps

G + M	Go to mail
G + I	Go to IM
G + P	Go to preferences
G	then 1: Tag #1

## Mail

Enter	Open message
M + F	Toggle flagging messages
M + S	Mark message as junk
Shift + [	First unread message
V + C	Chat view
Ctrl + Z	Undo

## Create

Ctrl + Q	Show keyboard shortcuts
Ctrl + H	HTML / text format
Alt + X	Spell check

## Edit appointment

Ctrl + S	Save
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## HTML editor

Ctrl + B	Bold
Ctrl + U	Underlined

*Last modification: 11/11/2019 8:10:19 PM*

More information: [defkey.com/zimbra-web-client-shortcuts?filter=basic](https://defkey.com/zimbra-web-client-shortcuts?filter=basic)

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