

Zimbra Keyboard Shortcuts

All Applications

G M Go to Mail
G A Go to Contacts
G C Go to Calendar
G T Go to Tasks
G P Go to Preferences
N New item
G B Go to Briefcase
N M or C Compose
Shift + C Compose in new window
N C New contact
N A New appointment
N K New task
N L New calendar
N E Add external calendar
N T New tag
Ctrl + → Next page
Ctrl + ← Previous page
P Print
Backspace or Del Delete item(s)
Shift + Del or Shift + Backspace Hard Delete item(s)
Esc Close
! Quick Reminder
V Go to (visit) folder
V V Go to (visit) tag
M or M M Move item(s)
T Tag item(s)
U Remove tags
S Run a saved search
/ Focus search box
Ctrl + Shift + A Select all search results
Ctrl + Q or Shift + / Show shortcuts
Ctrl + Y Focus toolbar
Alt + / Move focus to the web search box
Ctrl + / Focus content pane

Mail

= Get Mail
I or V I Inbox
V D Drafts
V J Junk
V S Sent
V T Trash
Enter Open message
E Mark mute
M R or Z Mark read
M U or X Mark unread
M F Flag/Unflag messages
M S Report (mark as) spam
. T or Shift + . T Move to Trash
. I or Shift + . I Move to Inbox
R Reply
A Reply all
F Forward message
J Select next item
K Select previous item
] Previous unread
[Next unread
Shift +] Last unread
Shift + [First unread
V C Conversation view
V M Message view
M P B Reading pane at bottom

M P R Reading pane on right
M P O Turn off reading pane
Q Show snippet
N F New folder
Cmd + Z Undo

Conversation List View

→ Expand conversation
← Collapse conversation
O Expand/collapse conversation
Shift + O Expand all conversations
Ctrl + O Collapse all conversations
Ctrl + [Select previous unread message
Ctrl +] Select next unread message
Shift + Ctrl + [Select first unread message
Shift + Ctrl +] Select last unread message

Compose

Ctrl + Q Show shortcuts
Ctrl + Enter Send
Esc Cancel
Ctrl + S Save draft
Ctrl + M Add attachment
Ctrl + G Search for addresses
Ctrl + H HTML/text format
Ctrl + X Spellcheck

Address Bubble

Backspace or Del Delete selected addresses
→ Select next address
← Select previous address

Quick reply (conversation view only)

Ctrl + Enter Send
Esc Cancel

Conversation View

Shift + → Next conversation
Shift + ← Previous conversation

Address Book

E Edit
P A Print address book

Edit Contact

Ctrl + S Save
Esc Cancel

Calendar

E Edit appointment
Q Quick appointment creation
R Refresh
Y Go to today
D or 1 Day view
W or 7 Week view
W W or 5 Work week view
M or 3 Month view
L or 9 List view
Esc Close
Ctrl + C Copy appointment
Ctrl + V Paste appointment

Edit Appointment

Ctrl + Q Show shortcuts
Ctrl + S Save
Esc Cancel
Ctrl + H HTML/text format

Preferences

Ctrl + S Save

Tasks

M C Mark completed
M U Mark not completed
M P B Reading pane at bottom
M P R Reading pane on right
M P O Turn off reading pane
. T or Shift + . T Move to Trash

Edit Task

Ctrl + S Save
Esc Cancel

Briefcase

Buttons

Enter Press the button
↓ Display menu

Pop-up Menus

↓ Next item
↑ Previous item
Alt + ArrowUp Scroll up one page
Alt + ArrowDown Scroll down one page
Enter Select
Esc Dismiss
→ Show sub-menu
← Hide sub-menu

Lists

↓ or Space or J Select next item
↑ or K Select previous item
PageUp or Alt + ArrowUp Scroll up one page
PageDown or Alt + ArrowDown Scroll down one page
Ctrl + A Select all
Home or Meta + ← Select first item
Home or Meta + → Select last item
Ctrl + ` Select/Unselect
Enter Double-click
, or Shift + , or Ctrl + M Show right-click menu
Shift + ↓ Add next item
Shift + ↑ Add previous item
Ctrl + ↓ Focus next item
Ctrl + ↑ Focus previous item

Trees

↓ Next item
Enter Select (in drop-down)
↑ Previous item
→ Expand
← Collapse
, or Shift + , or Ctrl + M Show right-click menu

Dialog Boxes

Enter or Space Save changes
Esc Cancel changes
Y Respond "Yes"
N Respond "No"

Toolbars

→ Next button
← Previous button

Vertical Toolbars

↓ Next button
↑ Previous button

Shortcuts within an HTML Editor

Ctrl + B Make text bold
Ctrl + I Make text italicised
Ctrl + Shift + K Add line through middle of text
Ctrl + U Underline text
Ctrl + K Insert Link dialog
Ctrl + L Align text to the left
Ctrl + R Align text to the right
Ctrl + E Align text in the middle
Ctrl + 1 Make text a level 1 header
Ctrl + 2 Make text a level 2 header
Ctrl + 3 Make text a level 3 header
Ctrl + 4 Make text a level 4 header
Ctrl + 5 Make text a level 5 header
Ctrl + 6 Make text a level 6 header

Tab Views

Ctrl + J Next tab
Ctrl + K Previous tab

M P B Reading pane at bottom
M P R Reading pane on right
M P O Turn off reading pane

Ctrl+N Go to tab [n]