



Evolution Quick Reference Card

Global

Components

| | |
|----------|---------------|
| Mail | Ctrl+1 |
| Contacts | Ctrl+2 |
| Calendar | Ctrl+3 |
| Tasks | Ctrl+4 |
| Memos | Ctrl+5 |

Controls

| | |
|-----------------------------|--------------------------------|
| New item in current mode | Ctrl+N |
| Cycle focus between panes | F6 |
| Clear search bar | Shift+Ctrl+Q |
| Close window | Ctrl+W |
| Open new window | Shift+Ctrl+W |
| Quit evolution | Ctrl+Q |
| <i>Selection(s)</i> | |
| Print selection(s) | Ctrl+P |
| Move selection(s) to folder | Shift+Ctrl+V |
| Copy selection(s) to folder | Shift+Ctrl+Y |
| Delete selection(s) | Del or Backspace |

Contacts Component

General Commands

| | |
|------------------|---------------------|
| New contact | Shift+Ctrl+C |
| New contact list | Shift+Ctrl+L |

Selection(s)

| | |
|---------------|-------------------|
| Save as VCard | Ctrl+Alt+S |
|---------------|-------------------|

Mail Component

General Commands

| | |
|-----------------------|---------------------|
| New message | Shift+Ctrl+M |
| Send/Receive messages | F9 |

Selection(s)

| | |
|----------------------|--------------------------------|
| Apply filters | Ctrl+Y |
| Open in new window | Return or Ctrl+O |
| Forward selection(s) | Ctrl+F |

Message List Pane

| | |
|-------------------------|----------------------|
| Next unread message | . or] |
| Previous unread message | , or [|

Preview Pane

| | |
|-------------------------|---------------------|
| Reply to list | Ctrl+L |
| Reply to sender | Ctrl+R |
| Reply to all recipients | Shift+Ctrl+R |
| Scroll up | Backspace |
| Scroll down | Space |

Calendar/Task Components

Schedule Manipulation

| | |
|-----------------------------|---------------------|
| New appointment | Shift+Ctrl+A |
| New meeting | Shift+Ctrl+E |
| New task | Shift+Ctrl+T |
| Expunge/Purge old schedules | Ctrl+E |

Navigation

| | |
|-------------|---------------|
| Go to today | Ctrl+T |
| Go to date | Ctrl+G |