



Evolution

Quick Reference Card

Opening and Creating

Accessed from the File Menu

Ctrl+N - Create a new item for whatever part of Evolution you are using

Ctrl+Shift+E - Create a new folder

Ctrl+Shift+M - Create a new mail message

Ctrl+Shift+A - Create new appointment

Ctrl+Shift+C - Create new contact

Ctrl+Shift+T - Create new Task

Calendar

Ctrl+Shift+A - Create new appointment

Click on any blank space in the calendar and start typing to quickly create a new appointment

Ctrl+Shift+T - Create new task

Mail

F9 - Send/Receive Mail

] or . - Next unread message

[or , - Previous unread message

Space bar - page down

Backspace - page up

Ctrl+R - Reply to sender

Ctrl+Shift+R - Reply all

Ctrl+F - Forward

Select a message and press Return

Ctrl+O - Open message in New Window

Right-click a message and "Create Rule From Message" - Create a filter or virtual folder

Right-click a message or email address and "Add Sender to Address Book" - Add the sender to your address book

Addressbook

Edit a contact:

Click once on the address card

Double-Click on the address card

Delete a contact:

Select the contact and press the "Delete" button on the toolbar

Right-click on the contact and choose "Delete"

Send an email to a contact:

Right click on the contact and choose "Send Message"

Create a new contact:

Double-click a blank space in the contact manager

Press Ctrl+Shift+C anywhere in Evolution

Note: any custom keyboard shortcuts set in the Control Center may interfere with Evolution keyboard shortcuts