



Evolution Quick Reference Card

Global

Controls

New item in current mode **Ctrl+N**
Clear search bar **Shift+Ctrl+Q**
Import **Ctrl+I**
Close window **Ctrl+W**
Open new window **Shift+Ctrl+W**
Quit evolution **Ctrl+Q**

Selection(s)

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**

Calendar/Task Components

Schedule Manipulation

New appointment **Shift+Ctrl+A**
New all-day appointment **Shift+Ctrl+P**
New meeting **Shift+Ctrl+E**
New task **Shift+Ctrl+T**
New assigned task **Shift+Ctrl+D**
Expunge/Purge old schedules **Ctrl+E**

Navigation

Go to today **Ctrl+Alt+T**
Go to date **Ctrl+Alt+G**

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**

Contacts Component

General Commands

New contact **Shift+Ctrl+C**
New contact list **Shift+Ctrl+L**

Selection(s)

Save as VCard **Ctrl+Alt+S**