



# Evolution Quick Reference Card

## Global

### *Components*

Mail	<b>Ctrl+1</b>
Contacts	<b>Ctrl+2</b>
Calendars	<b>Ctrl+3</b>
Tasks	<b>Ctrl+4</b>
Memos	<b>Ctrl+5</b>

### *Controls*

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

## Contacts/Memos Components

### *General Commands*

New contact	<b>Shift+Ctrl+C</b>
New contact list	<b>Shift+Ctrl+L</b>
New memo	<b>Shift+Ctrl+O</b>

## Mail Component

### *General Commands*

New message	<b>Shift+Ctrl+M</b>
Send/Receive messages	<b>F9</b>

### *Selection*

Apply filters	<b>Ctrl+Y</b>
Open in new window	<b>Return or Ctrl+O</b>
Forward selection	<b>Ctrl+F</b>

### *Message List Pane*

Next unread message	<b>. or ]</b>
Previous unread message	<b>, or [</b>

### *Preview Pane*

Reply to sender	<b>Ctrl+R</b>
Reply to list	<b>Ctrl+L</b>
Reply to all recipients	<b>Shift+Ctrl+R</b>
Scroll up	<b>Backspace</b>
Scroll down	<b>Space</b>

## Calendars/Tasks Components

### *General Commands*

New appointment	<b>Shift+Ctrl+A</b>
New meeting	<b>Shift+Ctrl+E</b>
New task	<b>Shift+Ctrl+T</b>

### *Navigation*

Go to today	<b>Ctrl+T</b>
Go to date	<b>Ctrl+G</b>