



Evolution Quick Reference Card

Global

Components

Mail	Ctrl+1
Contacts	Ctrl+2
Calendars	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</i>	
Print selection	Ctrl+P
Save selection	Ctrl+S
Delete selection	Del or Backspace
Move mail/contacts to folder	Shift+Ctrl+V
Copy mail/contacts to folder	Shift+Ctrl+Y

Contacts/Memos Components

General Commands

New contact	Shift+Ctrl+C
New contact list	Shift+Ctrl+L
New memo	Shift+Ctrl+O

Mail Component

General Commands

New message	Shift+Ctrl+M
Send/Receive messages	F12

Selection

Apply filters	Ctrl+Y
Open in new window	Return or Ctrl+O
Forward selection	Ctrl+F

Message List Pane

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

Preview Pane

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

Calendars/Tasks Components

General Commands

New appointment	Shift+Ctrl+A
New meeting	Shift+Ctrl+E
New task	Shift+Ctrl+T

Navigation

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