



CALENDAR VIEW

Shortcut Keys	Description
D or 1	Day view
W or 7	Week view
WW or 5	Work Week view
M or 3	Month view
E	Edit
R	Refresh
T	GoTo today
Q	Quick Add

APPOINTMENT COMPOSE

Shortcut Keys	Description
ESC	Cancel
alt-S	Save
alt-A	All day (toggle)

DOCUMENTS

Shortcut Keys	Description
alt-E	Edit
alt-R	Refresh

Zimbra™ Collaboration Suite Zimbra Web Client Keyboard Shortcuts

Shortcut keys are listed for each ZCS application. The shortcut keys listed under General can be used within any ZCS application.



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GENERAL

Shortcut Keys	Description
G M	Go to Mail
G A	Go to Address Book
G C	Go to Calendar
G N	Go to Documents default folder
N	Create New for the application you are using
N M	New Message, opens the compose page
N L	New Calendar, opens a dialog to create a new calendar
N A	New Appointment
N F	New Folder
N T	New Tag
P	Print the selected item
P A	Print All in a conversation or selected address book.
up arrow	Selects the focus up the content pane
down arrow	Selects the focus down the content pane
Spacebar	Selects next
Ctrl + up arrow	Change the focus up the content pane
Ctrl + down arrow	Change the focus down the content pane
Shift + up arrow	Select multiple items up the content pane
Shift + down arrow	Select multiple items down the content pane
Ctrl + A	Selects all
Enter	Select
Ctrl + Enter	Opens the select items menu as if had right-clicked on the selection
Shift ~	Opens Zimbra Assistant
Delete or Backspace	Moves selected item to the trash

MAIL

Shortcut Keys	Description
Left arrow	Previous page
Right arrow	Next page
Enter or O	Open default mail view
Escape	Cancel/close
I	Go to Inbox
T	Go to Trash folder
S	Go to Sent folder
D	Go to Drafts folder
Ctrl + S	Send a mail message from Compose
R	Reply
A	Reply All
F	Forward
F I	Forward inline
F A	Forward as attachment
M R	Mark read
M U	Mark as unread
M F	Flag toggle
. I	Move selected message to Inbox
. J	Move selected message to Junk
. T	Move selected message to Trash
> I	Move selected message to Inbox
> T	Move selected message to Trash
> J	Move selected message to Junk
!	Mark selected message as spam
V C	View mail by conversation
V M	View mail by message
R P	Toggle view reading pane

MAIL COMPOSE

Shortcut Keys	Description
escape	Cancel
alt S	Send
alt-A	Add attachment
alt-D	Save draft
alt-H	HTML compose (toggle)
alt-L	Spell check
alt-T	Opens the Address Search dialog
alt-W	New window

ADDRESS BOOK

Shortcut Keys	Description
left arrow	Selects previous
right arrow	Selects next
E	Edit Contact
P	Print
PA	Print All