

Thunderbird Shortcut Keys List

Message Function

Starting a new message:-

New message	Ctrl + N/ Ctrl + M
Reply to Message (sender only)	Ctrl + R
Reply to All in Message (sender and all recipients)	Ctrl + Shift + R
Reply to List	Ctrl + Shift + L
Forward Message	Ctrl + L
Edit Message as New	Ctrl + E
Starting a new message in non-default format (Plain text vs. HTML)	Hold Shift while clicking any one of these buttons: Write, Reply, Reply All, Reply List, or Forward
	or Right-click existing message, then hold Shift while choosing any one of the following from the context menu: Reply to Sender Only, Reply to All, Reply to List, or Forward.

Receiving and reading messages:-

Get New Messages for Current Account	F5
Get New Messages for All Accounts	Shift + F5
Open message (in new window or tab)	Ctrl + O / Enter
Open message or folder in a new tab in the background	Middle-click the message or folder, or Right-click the message or folder, then choose Open Message in New Tab or Open in New Tab from the context menu
Open message or folder in a new tab in the foreground	Shift + Middle-click the message or folder, or Right-click the message or folder, then hold Shift while choosing Open Message in New Tab or Open in New Tab from the context m
Open message in conversation	Ctrl + Shift + O
Zoom In	Ctrl + + or Ctrl + = or Ctrl + scroll wheel up
Zoom Out	Ctrl + - Ctrl + scroll wheel down
Reset Zoom	Ctrl + 0 (zero)
Expand Collapsed Thread	→
Collapse Expanded Thread	←
Expand All Threads	*
Collapse All Threads	\
Newsgroups: Ignore or Unignore Thread	K
Newsgroups: Ignore or Unignore Subthread	Shift + K
Newsgroups: Watch Thread	W

Managing your messages:-

Print message or selected message text	CTRL + P
Save Message as File	CTRL + S
View Message Source	CTRL+ U
Select All (messages, text, or attachments)	CTRL+ A
Select Thread	Ctrl + Shift + A
Toggle Caret browsing (select text with keyboard)	F7
Copy selected text	Ctrl + C
Cut selected search text	Ctrl + X
Paste text into search or filter fields	Ctrl + V
Select multiple adjacent messages (a continuous set of messages)	Select the first message of your intended selection, and then either Shift + Click on the last message of your selection, or hold Shift while using any of the following movement keys to expand your selection: ↓, ↑, Page Down, Page Up, End, or Home
Select multiple non-adjacent messages (several separate messages)	Select any message of your intended selection, and then either Ctrl + Click on each message that you want to add to your selection,
Copy message to another folder	Hold Ctrl while dragging message to destination folder (release mouse button before releasing Ctrl).
Move message to another folder	Drag message to destination folder.
Move/Copy message to previous target folder Again	Ctrl + Shift + M
Archive Message	A
Delete message, folder, attachment, or selected search text	Del
Delete message bypassing trash (no Undo!)	Shift + Del
Undo	Ctrl + Z
Redo	Ctrl + Y
Rename Folder	F2

Tagging and marking your messages:-

Add/Remove Tag	1 to 9
Remove All Tags from Message	0 (zero)
Mark Message as Read/Unread	M
Mark Thread as Read	R
Mark All Read	Shift + C
Mark as Read By Date	C
Mark as Junk	J
Mark as Not Junk	Shift + J
Add/Remove Star	S

Search and filter functions

Finding messages:-

Search All Messages (global fulltext search in all accounts)	Ctrl + K
Quick Filter (search messages in current folder or view)	Ctrl + Shift + K
Clear current Quick Filter; hide Quick Filter Bar	Esc (as often as needed)
Search Messages (advanced search in folder)	Ctrl + Shift + F

Finding text in the current message:-

Find Text in Current Message	Ctrl + F
Find Again in Current Message	Ctrl F3 + G
Find Previous in Current Message	Ctrl + Shift + G / Shift + F3

Moving around Thunderbird

Moving between messages:-

Go to Mail Start Page	Alt + Home
Scroll Down Current Message, then Go to Next Unread Message	Space
Go to Next Message	F
Go to Previous Message	B
Go to Next Unread Message	N
Go to Previous Unread Message	P
Go to Next Unread Thread (and mark current thread as read)	T
Go to Next Viewed Message]
Go to Previous Viewed Message	[

Controlling Thunderbird windows and tabs :-

Move to Next UI Element	Tab
Move to Previous UI Element	Shift + Tab
Move to Next Mail Pane	F6 or Ctrl + F6
Move to Previous Mail Pane	Shift + F6 / Ctrl + Shift + F6
Next Tab	Ctrl + Page Down / Ctrl + Tab
Previous Tab	Ctrl + Shift + Tab / Ctrl + Page Up
Mail & Newsgroups Home Tab (Tab 1)	Ctrl + 1
Tab 2 to 8	Ctrl + 2to8
Last Tab	Ctrl + 9
Address Book	Ctrl + Shift + B
Saved Files	Ctrl + J

Help	F1
Developer Tools	Ctrl + Shift + I
Toggle Message Pane	F8
Toggle Menu Bar (if hidden)	Alt F10
Show context menu	Menu key Shift + F10
Minimize current window	Win + ↓
Close window or tab	CTRL + W Alt + F4 (only for closing a window) Ctrl + F4 (only for closing a tab)
Undo close tab (restore and go to most recently closed tab)	Ctrl + Shift + T
Quit Thunderbird (Exit Application)	File, Exit

Writing messages

Creating, saving, and sending a message

:-

New message (see Starting a new message)	Ctrl + N / Ctrl + M
Save Draft	Ctrl + S
Print Draft	Ctrl + P
Send Message Now	Ctrl + Enter
Send Message Later	Ctrl + Shift + Enter

Controlling the compose window:-

Toggle Contacts Sidebar	F9
Move to next main UI element	F6 / Ctrl + F6/Ctrl + Tab
Move to previous main UI element	Shift + F6 / Ctrl + Shift + F6/ Ctrl + Shift + Tab
Zoom In	Ctrl + + / Ctrl + = / Ctrl + scroll wheel up
Zoom Out	Ctrl + - / Ctrl + scroll wheel down
Reset Zoom	Ctrl + 0 (zero)
Toggle Attachment Pane	Alt + M New in TB 60
Show Main Mail Window (Mail & Newsgroups)	Ctrl + 1

Editing the message text and handling attachments :-

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste as quotation	Ctrl + Shift + O
Paste without formatting	Ctrl + Shift + V
Rewrap message text	Ctrl + R
Delete selected text, attachment, table cell contents, or table	Del
Delete word to the right (from cursor to end of word)	Ctrl + Del

Delete word to the left (from cursor to start of word)	Ctrl + Backspace
Select All (text in a message, or attachments)	Ctrl + A
Select Table Cell	Ctrl + Click within cell
Select Table Rows or Columns	Drag across cells of rows or columns
Select Table	Ctrl + Click on table border
Insert Link	Ctrl + K
Discontinue Link, or Remove Links from selection	Ctrl + Shift + K
Remove Named Anchors	Ctrl + Shift + R
Undo	Ctrl + Z
Redo	Ctrl + Y
Find and Replace Text in Current Message	Ctrl + H
Find Again in Current Message	Ctrl + G / F3
Find Previous in Current Message	Ctrl + Shift + G / Shift + F3
Check Spelling	Ctrl + Shift + P
Attach File	Ctrl + Shift + A
Rename Attachment	F2
Reorder Attachments	Alt + X New in TB 60
Insert a line break instead of a new paragraph	Shift + Enter (Enter inserts a paragraph break in paragraph format mode.)

Reorder Attachments:-

Move to Top	Alt + Home
Move Up	Alt + Up
Move together	Alt + Left
Move Down	Alt + Down
Move to Bottom	Alt + End
Sort (All attachments or selected attachments)	Alt + Y

Styling the message text:-

Larger Font Size	Ctrl + > / Ctrl + .
Smaller Font Size	Ctrl + < / Ctrl + ,
Text Style Bold	Ctrl + B
Text Style Italics	Ctrl + I
Text Style Underline	Ctrl + U
Text Style "<tt>Fixed Width</tt>"	Ctrl + T
Discontinue or Remove Text Styles	Ctrl + Shift + Y / Ctrl + Space
Increase Indent	Ctrl +]
Decrease Indent	Ctrl + [

Address Book

New Address Book Contact	Ctrl + N
Write new message to selected contact(s)	Ctrl + M

Addressbook Quick Filter	Ctrl + F
Addressbook Advanced Search	Ctrl + Shift + F
Edit Properties of selected contact or address book	Ctrl + I
Select all (contacts, or search text)	Ctrl + A
Print selected contacts	Ctrl + P
Delete (selected text, contact, or address book)	Del
Show Main Mail Window (Mail & Newsgroups)	Ctrl + 1

Miscellaneous:-

Clear History	Ctrl + Shift + Del
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Lightning (Calendar Add-on)

Get started:-

Show or hide Today Pane	F11
Calendar tab	Ctrl + Shift + C
Tasks tab	Ctrl + Shift + D
Mail & Newsgroups Home Tab (Tab 1)	Ctrl + 1
New Event	Ctrl + I
New Task	Ctrl + D

Calendar Tab:-

Show Events Filter bar	Events and Tasks Find Events
Filter Events	(Bug 449018)
Clear current Events Filter	Esc
Go to Today	Alt + End
Day View	Alt + 1
Week View	Alt + 2
Multiweek View	Alt + 3
Month View	Alt + 4

Tasks Tab:-

Filter Tasks	Ctrl + Shift + K
Clear current Tasks Filter	Esc

General Functions:-

Copy (selected events, tasks, or text)	Ctrl + C
Cut (selected events, tasks, or text)	Ctrl + X
Paste	Ctrl + V
Delete (selected events, tasks, or text)	Del
Undo	Ctrl + Z

Redo	Ctrl + Y
Print	Ctrl + P