



## Mail keyboard shortcuts

You can use your keyboard to quickly accomplish many tasks in Mail. To find the shortcuts for common commands, look to the right of each command in the menus (or see the menu shortcuts below). To complete an action, press the shortcut keys indicated below.

Action	Shortcut
<b>Working with the Mail application</b>	
Create new compose window	Command-N
Get new mail	Command-Shift-N
Open new viewer window	Command-Option-N
Open Activity Viewer	Command-0 (zero)
Open Page Setup dialog	Command-Shift-P
Add senders to Address Book	Command-Y
Apply rules to selection	Command-Option-L
Use selection for Find	Command-E
Find text in a single message body	Command-F
Find previous	Command-Shift-G
Find next	Command-G
Minimize window	Command-M
Display a pop-up menu with commands for creating, sending, and retrieving mail	Press and hold the Mail icon in the Dock
Switch between different display settings in the toolbar	Hold down the Command key and click the toolbar button in the upper-right corner
<b>Working with mailboxes</b>	
Open In mailbox	Command-1
Open Out mailbox	Command-2
Open Drafts mailbox	Command-3
Open Sent mailbox	Command-4
Open Trash mailbox	Command-5

Open Junk mailbox	Command-6
Show/hide mailboxes	Command-Shift-M
Select the search field	Command-Option-F
Erase junk mail	Command-Option-J
Move to the last mailbox you moved or copied a message to	Command-Option-T
Display a pop-up menu that lets you quickly perform several actions on the item you click	Control-click a message or mailbox
<b>Sending messages</b>	
Add Bcc header	Command-Option-B
Add Reply-To header	Command-Option-R
Show/hide long headers	Command-Shift-H
Attach file to message	Command-Shift-A
Append selected messages to a new message	Command-Option-I
Paste as quotation	Command-Shift-V
Increase quote level	Command-' (single quote)
Decrease quote level	Command-Option-' (single quote)
Save as draft	Command-S
Send message	Command-Shift-D
Redirect message	Command-Shift-E
Forward message	Command-Shift-F
Prevent the next message from being automatically selected (and marked as read)	Hold down the Option key when deleting a message
<b>Receiving messages</b>	
Select all highlighted messages	Command-Shift-K
Mark as junk mail	Command-Shift-J
Mark as flagged/unflagged	Command-Shift-L
Mark as read/unread	Command-Shift-U
Reply with iChat	Command-Shift-I
Reply to sender	Command-R

Reply to all	Command-Shift-R
Bounce to sender	Command-Shift-B
Show/hide deleted messages	Command-L
Show raw source/original content	Command-Option-U
Compact/empty deleted messages	Command-K
Show plain text alternative	Command-Option-P
Show previous alternative (in multipart message)	Command-[
Show next alternative (in multipart message)	Command-]
Jump to selected text in message	Command-J
Copy message to a different mailbox	Hold down the Option key when dragging a message to a different mailbox.

### **Working with fonts, formatting, and spelling**

Show Font panel	Command-T
Convert message to rich/plain text	Command-Shift-T
Make font larger	Command-+ (plus)
Make font smaller	Command-- (minus)
Show Colors panel	Command-Shift-C
Align left	Command-{
Align center	Command-
Align right	Command-}
Check spelling of email message	Command-: (colon)
Flag misspelling of selected word	Command-; (semi-colon)
Copy style	Command-Option-C
Paste style	Command-Option-V
Collapse the thread containing the selected message (when organized by thread)	Left Arrow key
Expand the currently selected thread (when organized by thread)	Right Arrow key
Move to next message in thread	Down Arrow key
Move to previous message in thread	Up Arrow key

