



## Apple Mail Shortcuts

No.	Action	Mac Shortcuts	Section
1	Get New Mail	Command + Shift + N	Most used Apple Mail Shortcuts
2	Go to Inbox	Command + 1	Most used Apple Mail Shortcuts
3	Open message viewer	Command + O	Most used Apple Mail Shortcuts
4	Use selected text in search	Command + E	Most used Apple Mail Shortcuts
5	Add sender to address book	Command + Shift + Y	Most used Apple Mail Shortcuts
6	Go to other items in favourites	Command + 2...9	Most used Apple Mail Shortcuts
7	Apply Rule to selected message	Command + Option + L	Most used Apple Mail Shortcuts
8	Jump to search field	Command + Option + E	Most used Apple Mail Shortcuts
9	Copy	Command + Option + C	Formatting Shortcuts
10	Paste	Command + Option + V	Formatting Shortcuts
11	Check Spelling	Command + Shift + ;	Formatting Shortcuts
12	Fonts panel	Command + T	Formatting Shortcuts
13	Colors panel	Command + Shift + C	Formatting Shortcuts
14	Align Right	Command + Shift + ]	Formatting Shortcuts
15	Align Left	Command + Shift + [	Formatting Shortcuts
16	Align Center	Command + Shift +	Formatting Shortcuts
17	New Message	Command + N	Sending Message Shortcuts
18	Send Message	Command + Shift + D	Sending Message Shortcuts
19	Save Draft	Command + S	Sending Message Shortcuts
20	Forward Message	Command + Shift + F	Sending Message Shortcuts
21	Attach File	Command + Shift + A	Sending Message Shortcuts
22	Show or Hide bcc field	Command + Option + B	Sending Message Shortcuts
23	Flag Message	Command + Shift + L	Receive Message Shortcuts
24	Reply to Message	Command + R	Receive Message Shortcuts
25	Reply to All	Command + Shift + R	Receive Message Shortcuts
26	Move message to same box you just did	Command + Option + T	Receive Message Shortcuts
27	Mark as read or unread	Command + Shift + U	Receive Message Shortcuts
28	Mark as junk mail	Command + Shift + J	Receive Message Shortcuts
29	View raw message content	Command + Option + U	Receive Message Shortcuts
30	Bold	Command + B	Editing Shortcuts
31	Underline	Command + U	Editing Shortcuts
32	Italic	Command + I	Editing Shortcuts
33	Indent items in a list	Command + ]	Editing Shortcuts
34	Outdent items in a list	Command + [	Editing Shortcuts
35	Make font size bigger	Command + +	Editing Shortcuts
36	Make font size smaller	Command + -	Editing Shortcuts
37	Undo changes to an email message	Command + Z	Editing Shortcuts
38	Redo changes to an email message	Command + Shift + Z	Editing Shortcuts
39	Select all email messages	Command + A	Editing Shortcuts
40	Print	Command + P	Editing Shortcuts
41	Save as a draft	Command + S	Editing Shortcuts
42	Reply to sender	Command + Shift + R	Editing Shortcuts
43	Mark email as Junk or Not Junk	Command + Shift + J	Editing Shortcuts
44	Mark email as Read or Unread	Command + Shift + U	Editing Shortcuts
45	Send email message	Command + Shift + D	Editing Shortcuts
46	Toggle between Reply and Reply All	Command + Shift + R	Editing Shortcuts
47	Flag or unflag email	Command + Shift + L	Editing Shortcuts
48	Archive an email message	Command + Down Arrow key	Editing Shortcuts
49	Compose a new email message	Option + Shift + N	Editing Shortcuts
50	Delete a selected message or folder	Delete	Editing Shortcuts
51	Open the selected message in a new window	Return	Editing Shortcuts
52	Scroll through the selected messages	Spacebar	Editing Shortcuts

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