



MOZILLA THUNDERBIRD CHEAT SHEET

BASIC

Home:

<http://www.mozilla.com/thunderbird/>

Extensions & Themes:

<https://addons.mozilla.org/>

Support Forum:

<http://forums.mozillazine.org/>

GENERAL KEYBOARD SHORTCUTS

Caret Browsing	F7
Exit	Ctrl + Q
Get New Messages for Current Account	Ctrl + T
Get New Messages for All Accounts	Ctrl + Shift + T
Print	Ctrl + P
Reply to All Recipients of Message	Ctrl + Shift + R
Reply to Sender of Message	Ctrl + R
Save Message as File	Ctrl + S
Send and Receive All Messages	Ctrl + T
Send Message Later	Ctrl + Shift + Enter
Send Message Now	Ctrl + Enter
Stop	Esc
Toggle Message Pane	F8

MESSAGE KEYBOARD SHORTCUTS

Edit as New	Ctrl + E
Forward Message	Ctrl + L
Label: None	0
Label: Important	1
Label: Work	2
Label: Personal	3
Label: ToDo	4
Label: Later	5
Mark All Read	Ctrl + Shift + C
Mark All Read by Date	C
Mark as Junk	J
Mark as Not Junk	Shift + J
Mark Message as Read/Unread	M
Mark Thread as Read	R
New Message	Ctrl + N

NAVIGATION KEYBOARD SHORTCUTS

Close Window	Ctrl + W
Collapse All Threads	\
Expand All Threads	*
Go to Next Message	F
Go to Next Unread Message	N
Go to Next Unread Thread	T
Go to Previous Message	B
Go to Previous Unread Thread	P
Move to Next Mail Pane	F6
Open Message in New Window	Ctrl + O

SEARCH KEYBOARD SHORTCUTS

Find Again	F3
Find Link As You Type	,
Find Previous	Shift + F3
Find Text in This Message	Ctrl + F
Search Bar	Ctrl + K
Search Messages	Ctrl + Shift + F

TEXT KEYBOARD SHORTCUTS

Copy	Ctrl + C
Cut	Ctrl + X
Delete	Del
Paste	Ctrl + V
Redo	Ctrl + Y
Select All	Ctrl + A
Text Size Decrease	Ctrl + -
Text Size Increase	Ctrl + +
Text Size Default	Ctrl + 0
Undo	Ctrl + U

MOUSE SHORTCUTS

Decrease Text Size	Ctrl + Scroll Up
Increase Text Size	Ctrl + Scroll Down
New Plain Text Message	Shift + Create a New Message
Plain Text Reply	Shift + Reply
Plain Text Reply All	Shift + Reply All
Plain Text Forward	Shift + Forward

LOCATIONS

Profile Manager

Close Thunderbird and from the "Start" menu, select "Run" and type "thunderbird.exe -profilemanager"

User Profile Folder

C:\Documents and Settings\[username]\Local Settings\Application Data\Thunderbird\Profiles\xxxxxxx.default\

Advanced Configuration

Tools -> Options -> Advanced -> General -> Config Editor

TIPS/TRICKS

Customize Toolbars

Right click on a toolbar and chose customize toolbar. To add icons drag and drop them on the toolbar. To subtract icons drag them from the toolbar to the "Customize Toolbar" window.

Make Thunderbird Default Email Client or RSS Reader

Tools -> Options -> General -> Make Thunderbird the Default Application For

Save Drafts Automatically

Tools -> Options -> Composition -> General -> Auto Save every X minutes