

GENERAL KEYBOARD SHORTCUTS

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

MESSAGE KEYBOARD SHORTCUTS

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

SEARCH KEYBOARD SHORTCUTS

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

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 S
Plain Text Reply All	Shift + Reply All
Plain Text Forward	Shift + Forward

NAVIGATION KEYBOARD SHORTCUTS

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

TEXT KEYBOARD SHORTCUTS

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

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