



# 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