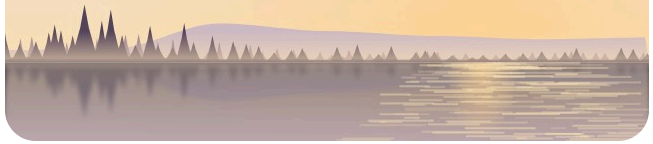
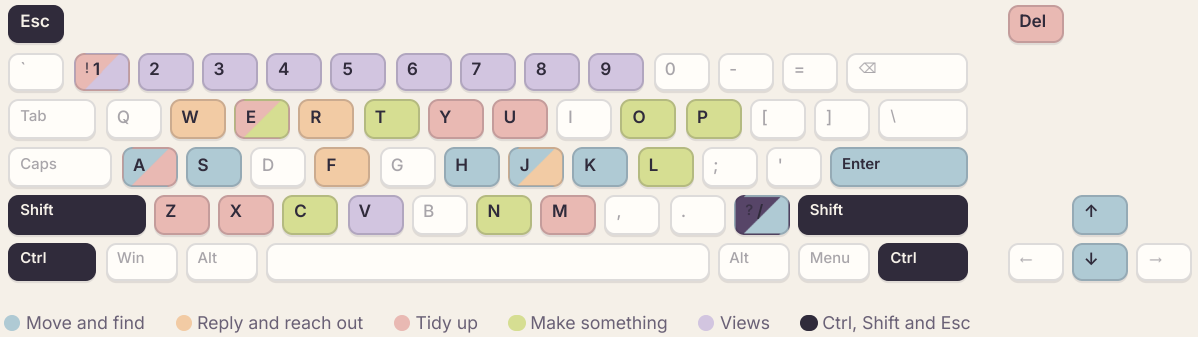
Sujuu

Keys

Press ? on any screen to see its keys. Single keys wait while you type in a box, so they never get in the way.





ANYWHERE

Ctrl + K	Search everything	
Ctrl + N	Quick add	
Ctrl + \	Collapse or expand the menu	
?	Show this screen's keys	
Esc	Close, or go back	

MOVE AND FIND

J	Next message	Mail
K	Previous message	Mail
S	Skip for now	Mail
H	Thread history	Mail
Shift + A	Attachments	Mail
↓ or ↑	Next or previous contact	Contacts
Enter	Open the company	Contacts
/	Search this screen	

REPLY AND REACH OUT

R	Reply	Mail
Shift + R	Reply all	Mail
F	Forward	Mail
W	New message	Mail, Contacts
Shift + J	Join the next meeting	Today, Clients

TIDY UP

A	Archive	Mail
Delete	Move to Trash	Mail
M	Move to a lane	Mail
Shift + 1	Mark as spam	Mail
U	Unsubscribe	Mail
Ctrl + Z	Undo	Mail
Y	Make the suggested rule	Mail
X	Just these, no rule	Mail
E	Edit the suggested rule	Mail

MAKE SOMETHING

T	Task	Mail, Clients, Projects
O	Owed	Mail, Clients, Projects
Shift + O	Owed, with details	Mail
C	Add to the calendar	Mail
P	Add to a project	Mail
L	Set the company	Mail
E	Meeting	Clients, Projects
N	Note	Clients, Projects

VIEWS

V	Change the layout	Mail, Projects
Shift + V	Compact or comfortable	Mail
1–6	Filter the History	Clients, Projects
1–9	Pick a contacts view	Contacts

WRITING A MESSAGE

in the message window

Ctrl + Enter	Send
Ctrl + S	Keep the draft
Ctrl + Shift + A	Attach a file
Ctrl + Shift + C	Show Cc
Ctrl + Shift + T	Insert a template
Ctrl + Shift + Enter	Send later
Ctrl + Shift + D	Discard
Ctrl + K	Add a link
Ctrl + Shift + B	Show Bcc
Esc	Close, keep the draft

FORMATTING

notes have bold, italic, undo and lists

Ctrl + B	Bold
Ctrl + U	Underline
Ctrl + Shift + L	Align left
Ctrl + Shift + R	Align right
Ctrl + Z	Undo
Shift + Enter	Line break
Ctrl + I	Italic
Ctrl +] or Ctrl + [	Indent, outdent
Ctrl + Shift + E	Align centre
Ctrl + \	Clear formatting
Ctrl + Y or Ctrl + Shift + Z	Redo
Tab or Shift + Tab	List level