Gmail

KEYBOARD SHORTCUTS CHEAT SHEET

Take 10 minutes to learn these shortcuts and yourself save 60 hours a year!

Function row:
| esc Remove cursor from field | F1 | F2 | F3 | F4 | F5 | F6 | F7 | ▶❚❚ F8 | F9 | F10 Close context menu | F11 | F12 | ⏏ |

Number row:
| ~ ` | 1 ! Report message as spam | 2 @ | 3 # | 4 $ | 5 % | 6 ^ | 7 & | 8 * | 9 (| 0) | − _ Mark message as unimportant | + = Mark message as important | delete |

Top letter row:
| tab Switch between send name, subject line, and body of email | Q Move cursor to chat search | W | E Archive selected messages | R Reply | T | Y Archive | U Return to conversation list | I | O Opens your conversations | P Jump to prev message in an email thread | [{ Removes label from convo & moves to previous |] } Removes label from convo & moves to next | \ | |

Home row:
| caps lock ● | A Reply to all | S Add or remove star from message | D Opens a compose window in a new tab | F Forward a message | G | H | J Jump to previous email / move down a contact | K Jump to newer email / move up a contact | L Opens label menu to label a conversation | ; : | , Go to next inbox section | enter Opens your conversation. Also expands or collapses a message if you are in 'Conversation View.' |

Bottom row:
| shift Select a continuous series of messages | Z Undo previous action | X Checks & selects conversation or contact | C Compose a message | V Moves convo from different label, spam or trash | B | N Jump to next message in an email thread | M Mute the never ending and not important thread | , < Moves cursor to the first button in your Gmail toolbar | . > Show more actions | / ? Search for messages | shift |

Last row:
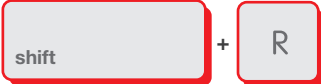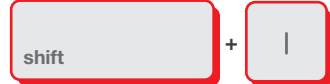| fn | control alt | option | command ⌘ Select a random series of messages | (space) | ⌘ command | option alt | ◀ | ▲ scroll up / ▼ scroll down | ▶ |

VERSION

FOR SHORTCUTS TO WORK IN GMAIL YOU NEED TO TURN THEM ON! HERE'S HOW YOU DO IT

1. Click the mail_gear.png gear in the top-right corner of Gmail and select Settings.
2. Under the "General" tab, find the "Keyboard shorcuts" section and select Keyboard shortcuts on.
3. Click Save Changes at the bottom of the page.
4. Go back to Settings, click on the "Labs" tab, find "Custom keyboard shortcuts" (by Alan S) and click Enable.
5. Click Save Changes at the bottom of the page.

INBOX VIEW SHORTCUTS

shift

Select a continuous series of messages (Shift)

command ⌘

Select a random series of messages (Command)

shift + *** 8** + **U**

Select all unread messages (Shift + 8 + u)

E

Archive selected messages

+ =

Mark selected messages as important (=)

C

Compose a message (c)

esc

Remove cursor from current field (Esc)

? /

Search for messages (/)

Q

Move cursor to chat search (q)

V

Move message (v)

L

Label message (l) opens label menu and jump back to the message list.

D

Compose in new tab (d)

'

Go to next inbox section (')

~

Go to previous inbox section (~)
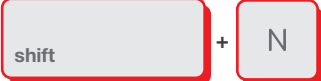
O

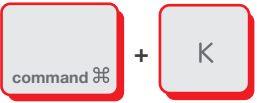Opens your conversation. Also expands or collapses a message if you are in 'Conversation View.'
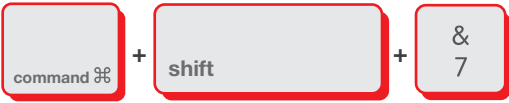
! 1

Report message as spam (!)

CONVERSATION VIEW SHORTCUTS

R

Reply (r)

A

Reply all (a)

F

Forward (f)

Z

Undo last action (z)

[

Removes from current view and previous ([ )

]

Removes from current view and next ( ])

shift + **U**

Mark current message as unread (Shift + u)

+ =

Mark selected message as important (=)

– –

Mark selected message as unimportant (=)

shift + **N**

Update conversation with new messages if there are any (Shift + n)

shift + **R**

Reply to sender in new window (Shift + r)

Y

Remove from Current View* (y)

K

Jump to newer email (k)

J

Jump to previous email (j) Enter to expand a convo

N

Jump to next message in an email thread (n)

E

Archive selected message (e)

shift + **I**

Mark as read (Shift + i)

P

Jump to previous message in an email thread (p)

M

Mute the never ending and not important thread (m)

U

Jump back to inbox view (u)

Automatically removes the message or conversation from your current view.

From 'Inbox,' 'y' means Archive
From 'Starred,' 'y' means Unstar
From 'Trash,' 'y' means Move to inbox
From any label, 'y' means Remove the label
* 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.'

COMPOSE VIEW SHORTCUTS

command ⌘ + **K**

Insert link (Command + k)

command ⌘ + **B**

BOLD text (Command + b)

command ⌘ + **I**

Italicize text (Command + i)

command ⌘ + **U**

Underline text (Command + u)

tab

Switch between send name, subject line, and body of email (Tab)

command ⌘ + **shift** + **& 7**

Insert numbered list (Command + Shift + 7)
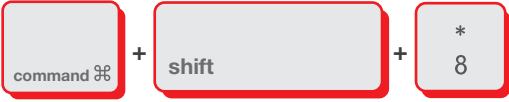
command ⌘ + **shift** + *** 8**

Insert bullet points (Command + Shift + 8)

command ⌘ + **enter**

Send Email (Command + Enter)

tab then **enter**

Send Email (Tab then Enter)

command ⌘ + **S**

Save draft (Command + s)

command ⌘ + **.**

Advance to next window (Command + .)

command ⌘ + **'**

Advance to next window (Command + .)

C
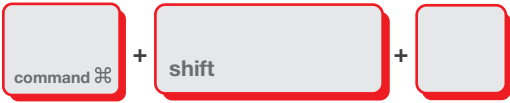
command ⌘ + **shift** +

Add Cc recipients (Command + Shift + c)

B
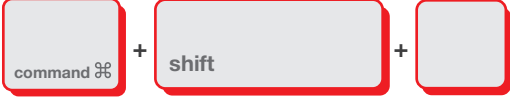
command ⌘ + **shift** +

Add Bcc recipients (Command + Shift + b)

F
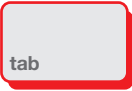
command ⌘ + **shift** +

Change from address (Command + Shift + f)

COMBO KEY SHORTCUTS

G then **I** — Go to Inbox	**G** then **C** — Go to starred conversation	**G** then **A** — Go to all mail
G then **D** — Go to drafts	**G** then **M** — Go to all mail	**G** then **B** — Go to buzz
G then **C** — Go to contacts	**G** then **L** — Go to label	**G** then **T** — Go to sent mail
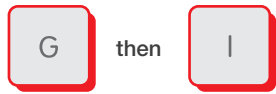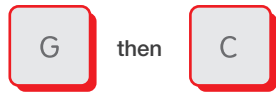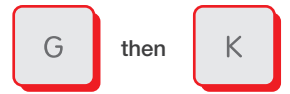
G then **K** — Go to task window or opens task window
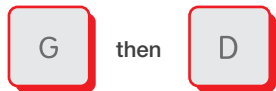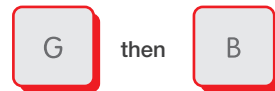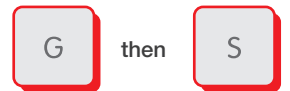
G then **S** — Go to starred conversations
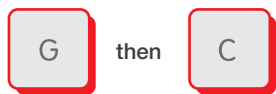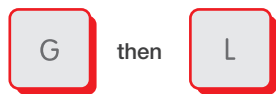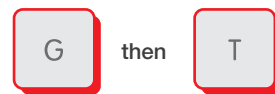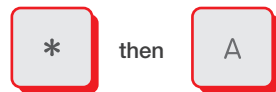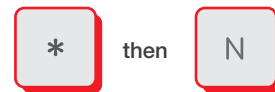
Y then **O** — Archives your conversation and moves to the next one.	***** then **A** — Archives your conversation and moves to the next one.	***** then **N** — Deselects all mail	***** then **R** — Selects all mail you've read
* then **U** — Selects all unread mail	***** then **S** — Selects all starred mail	***** then **T** — Selects all unstarred mail	
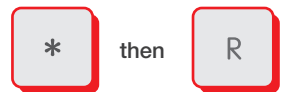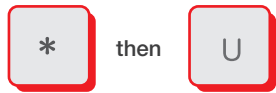
Gmail
KEYBOARD SHORTCUTS CHEAT SHEET