Gmail

KEYBOARD SHORTCUTS CHEAT SHEET

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

Key	Shortcut
esc	Remove cursor from field
1	Report message as spam
–	Mark message as unimportant
+ =	Mark message as important
tab	Switch between send name, subject line, and body of email
Q	Move cursor to chat search
E	Archive selected messages
R	Reply
Y	Archive
U	Return to conversation list
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
A	Reply to all
S	Add or remove star from message
D	Opens a compose window in a new tab
F	Forward a message
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.'
Z	Undo previous action
X	Checks & selects conversation or contact
C	Compose a message
V	Moves convo from different label, spam or trash
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

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.

INBOX VIEW SHORTCUTS

shift

Select a continuous series of messages (Shift)

Control

Select a random series of messages (Control)

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)

shift + **U**

Mark current message as unread (Shift + u)

K

Jump to newer email (k)

P

Jump to previous message in an email thread (p)

A

Reply all (a)

+ =

Mark selected message as important (=)

J

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

M

Mute the never ending and not important thread (m)
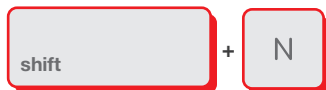
F

Forward (f)

– –

Mark selected message as unimportant (=)

N

Jump to next message in an email thread (n)

U

Jump back to inbox view (u)

Z

Undo last action (z)

shift + **N**

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

E

Archive selected message (e)

[

Removes from current view and previous ([ )

shift + **R**

Reply to sender in new window (Shift + r)
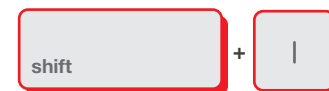
shift + **I**

Mark as read (Shift + i)

]

Removes from current view and next ( ])

Y

Remove from Current View* (y)

Automatically removes the message or conversation from your current view.

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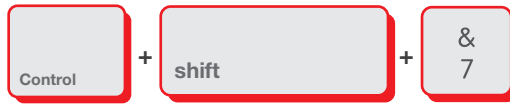From 'Starred,' 'y' means Unstar
From 'Trash,' 'y' means Move to inbox
From any label, 'y' means Remove the label
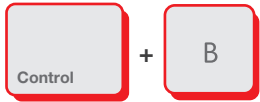* 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.'
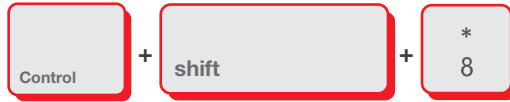
COMPOSE VIEW SHORTCUTS

Control + K

Insert link (Control + k)

Control + **shift** + &7

Insert numbered list (Control + Shift + 7)

Control + •

Advance to next window
(Control + .)

Control + B

BOLD text (Control + b)

Control + **shift** + *8

Insert bullet points (Control + Shift + 8)

Control + '

Advance to next window
(Control + .)

C

Control + I

Italicize text (Control + i)

Control + enter

Send Email (Control + Enter)

Control + **shift** +

Add Cc recipients (Control + Shift + c)

B

Control + U

Underline text (Control + u)

tab then enter

Send Email (Tab then Enter)
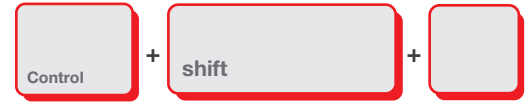
Control + **shift** +

Add Bcc recipients (Control + Shift + b)

F

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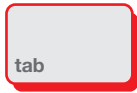
Switch between send name, subject
line, and body of email (Tab)

Control + S

Save draft (Control + s)
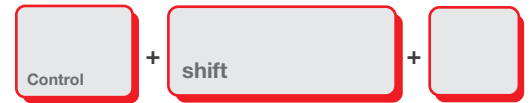
Control + **shift** +

Change from address (Control + Shift + f)

COMBO KEY SHORTCUTS

| G | then | I |

Go to Inbox

| G | then | C |
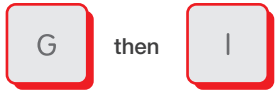
Go to starred conversation

| G | then | A |

Go to all mail

| G | then | K |

Go to task window or opens task window
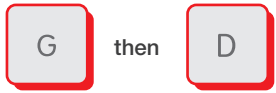
| G | then | D |
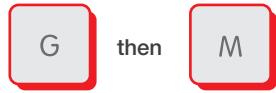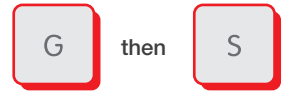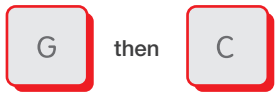
Go to drafts

| G | then | M |

Go to all mail

| G | then | B |

Go to buzz

| G | then | S |

Go to starred conversations

| G | then | C |

Go to contacts

| G | then | L |

Go to label

| G | then | T |

Go to sent mail

| 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 |
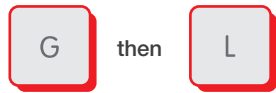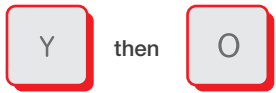
Deselects all mail

| * | then | R |
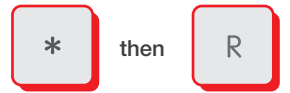
Selects all mail you've read

| * | then | U |
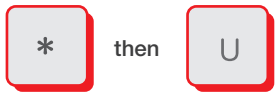
Selects all unread mail

| * | then | S |

Selects all starred mail

| * | then | T |

Selects all unstarred mail

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