

# Gmail

## Keyboard Shortcuts



Mac users replace CTRL with CMD

### Default Actions (Always Enabled)

-  +  Send message once composed
-  +  Advance to next window (chat, compose or main)
-  +  Go to previous window (chat, compose or main)
-  +  +  Add Cc recipients whilst composing an email
-  +  +  Add Bcc recipients whilst composing an email
-  +  +  Change “from” address (if additional addresses set up)
-  +  Move the cursor to the main window

### Conversation Actions (Needs to be Enabled)

-  Compose a new message
-  +  Compose a new message in a new window
-  Compose a new message in a new tab
-  Place your cursor in the search box
-  Move your cursor to a more recent conversation
-  Move your cursor to an older conversation

-  In ‘Conversation view’, moves your cursor to the newer message
-  In ‘Conversation view’, moves your cursor to the older message
-  Go to next Inbox section
-  Go to previous Inbox section
-  or  Open conversation (also expands/collapses in ‘Conversation view’)
-  Refresh your page and return to the inbox, or conversations list
-  Archive your conversation from any view
-  Archive your conversation, and all future messages skip the Inbox (unless sent or cc’d directly to you)
-  Select a conversation to archive, apply a label, or choose an action from the drop-down menu and apply
-  ‘Star’ a message or conversation
-  Mark a message as important
-  Mark a message as unimportant
-  Report Spam
-  Reply to a message
-  +  Reply to a message in a new window (in ‘Conversation view’ only)
-  Reply to all
-  +  Reply to all in a new window (in ‘Conversation view’ only)

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## Keyboard Shortcuts (continued)



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- F Forward a message
- ⇧ + F Forward a message in a new window (in 'Conversation view' only)
- ESC Remove the cursor from your current input field
- CTRL + S Save the current text as a draft when composing a message
- # Move conversation to the trash
- L Open the Labels menu to label a conversation
- V Move conversation from the inbox to a different label, Spam or Trash
- ⇧ + F Mark message as 'read'
- ⇧ + U Mark message as 'unread'
- [ Remove current label from current view and moves to older one
- ] Remove current label from current view and moves to newer one
- { Archive the current conversation and moves to the older one
- } Archive the current conversation and moves to the newer one
- Z Undo your previous action
- ⇧ + N Update current conversation
- Q Move your cursor directly to the chat search box
- Y Remove from 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 means has no effect in 'Spam,' 'Sent,' or 'All Mail.'
- . Show more actions
- , Moves cursor to the first button in the Gmail Toolbar
- CTRL + ▼ Open options in Chat
- then press TAB To open Emoticon menu
- ### Contact List Actions (Needs to be Enabled)
- K Move your cursor up a member in your contact list
- J Move your cursor down a member in your contact list
- ⇧ or O Open the contact with the cursor next to it
- U Refresh your page and return to the contact list
- Remove selected contacts from the group currently displayed
- X Select a contact to apply changes to
- ESC Remove the cursor from the current input

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## Keyboard Shortcuts (continued)



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- # Delete a contact permanently
- L Open the groups button to group contacts
- Z Undo your previous action

### Combo Keys

- |     |      |   |  |   |      |   |                        |
|-----|------|---|--|---|------|---|------------------------|
| TAB | then | ↵ | Send message after composing                         | * | then | A | Select all mail        |
| Y   | then | O | Archives your conversation and moves to the next one | * | then | N | Select none            |
| G   | then | A | Go to 'All Mail'                                     | * | then | R | Select all 'Read'      |
| G   | then | S | Go to 'Starred'                                      | * | then | U | Select all 'Unread'    |
| G   | then | C | Go to 'Contacts'                                     | * | then | S | Select all 'Starred'   |
| G   | then | D | Go to 'Drafts'                                       | * | then | T | Select all 'Unstarred' |
| G   | then | L | Go to 'Label'  |   |      |   |                        |
| G   | then | I | Go to 'Inbox'  |   |      |   |                        |
| G   | then | S | Go to 'Sent Mail'                                    |   |      |   |                        |