Keyboard shortcuts for Gmail

Save time navigating in Gmail by using keyboard shortcuts.

Note: To learn how to customize keyboard shortcuts like in Outlook, visit section 2.6 of the Learning Center.

Computer   Android   iPhone & iPad

Turn on keyboard shortcuts

Some keyboard shortcuts only work if you've turned them on.

Note: Keyboard shortcuts aren't supported on all keyboards.

1. On a computer, go to Gmail   .
2. In the top right, click Settings ⚙.
3. Click **Settings**.
4. Scroll down to the "Keyboard shortcuts" section.
5. Select **Keyboard shortcuts on**.
6. At the bottom of the page, click **Save Changes**.

Shortcuts you can use

You can use keyboard shortcuts to navigate your inbox and messages, format text, and complete actions like archiving and deleting.

To see a complete list of keyboard shortcuts, including which need to be turned on, type **?** when you have Gmail open.

Note: Keyboard shortcuts work differently on PC and Mac computers. On PCs, you'll use **Ctrl** instead of ⌘.

Compose & chat

Action	Shortcut
Previous message in an open conversation	**p**
Next message in an open conversation	**n**
Focus main window	**Shift + Esc**
Focus latest chat or compose	**Esc**
Advance to the next chat or compose	**Ctrl + .**
Advance to previous chat or compose	**Ctrl + ,**

Send	⌘/**Ctrl + Enter**
Add cc recipients	⌘/**Ctrl + Shift + c**
Add bcc recipients	⌘/**Ctrl + Shift + b**
Access custom from	⌘/**Ctrl + Shift + f**
Insert a link	⌘/**Ctrl + k**
Go to next misspelled word (Mac only)	⌘ **+ ;**
Open spelling suggestions	⌘/**Ctrl + m**

Formatting text

Action	Shortcut
Previous font	⌘/**Ctrl + Shift + 5**
Next font	⌘/**Ctrl + Shift + 6**
Decrease text size	⌘/**Ctrl + Shift + -**
Increase text size	⌘/**Ctrl + Shift and +**
Bold	⌘/**Ctrl + b**
Italics	⌘/**Ctrl + i**
Underline	⌘/**Ctrl + u**
Numbered list	⌘/**Ctrl + Shift + 7**
Bulleted list	⌘/**Ctrl + Shift + 8**
Quote	⌘/**Ctrl + Shift + 9**
Indent less	⌘/**Ctrl + [**
Indent more	⌘/**Ctrl +]**
Align left	⌘/**Ctrl + Shift + l**
Align center	⌘/**Ctrl + Shift + e**
Align right	⌘/**Ctrl + Shift + r**
Remove formatting	⌘/**Ctrl + **

Actions

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Move focus to toolbar	,
Select conversation	x

Toggle star/rotate among superstars	s
Archive	e
Mute conversation	m
Report as spam	!
Delete	#
Reply	r
Reply in a new window	Shift + r
Reply all	a
Reply all in a new window	Shift + a
Forward	f
Forward in a new window	Shift + f
Update conversation	Shift + n
Archive conversation and go previous/next	] or [
Undo last action	z
Mark as read	Shift + i
Mark as unread	Shift + u
Mark unread from the selected message	_
Mark as important	+ or =
Mark as not important	-
Snooze **Note:** This shortcut isn't available in classic Gmail.	b
Expand entire conversation	;
Collapse entire conversation	:
Add conversation to Tasks	Shift + t

Hangouts

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Show menu	h + m
Show archived hangouts	h + a
Show Hangout requests	h + i
Focus on the conversation list	h + c
Open phone	h + p

Jumping

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Go to Inbox	g + i
Go to Starred conversations	g + s
Go to Sent messages	g + t
Go to Drafts	g + d
Go to All mail	g + a
Switch between the Calendar/Keep/Tasks sidebar and your inbox.	⌘/**Ctrl + Alt + ,** and ⌘/**Ctrl + Alt + .**
Go to Tasks	g + k
Go to label	g + l

Threadlist selection

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Select all conversations	* + a
Deselect all conversations	* + n
Select read conversations	* + r
Select unread conversations	* + u
Select starred conversations	* + s
Select unstarred conversations	* + t

Navigation

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Go to next page	g + n
Go to previous page	g + p

Back to threadlist	**u**
Newer conversation	**k**
Older conversation	**j**
Open conversation	**o** or **Enter**
Go to next Inbox section	**`**
Go to previous Inbox section	**~**

Application

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	**Shortcut**
Compose	**c**
Compose in a new tab	**d**
Search mail	**/**
Search chat contacts	**g**
Open "more actions" menu	**.**
Open "move to" menu	**v**
Open "label as" menu	**l**
Open keyboard shortcut help	**?**

Customize keyboard shortcuts

You can change your default keyboard shortcuts in Gmail.

Step 1: Turn on custom keyboard shortcuts

1. On your computer, go to Gmail   .
2. At the top right, click Settings ⚙ ❯ **Settings**.
3. Click **Advanced**.
4. Next to "Custom keyboard shortcuts," click **Enable**.
5. At the bottom, click **Save Changes**.

Step 2: Change your keyboard shortcuts

1. On your computer, go to Gmail   .
2. At the top right, click Settings ⚙ ❯ **Settings**.
3. At the top, click **Keyboard Shortcuts**.
4. Next to the action, type the keyboard key to make a new shortcut.

5. At the bottom, click **Save Changes**.

Note: One key can refer to only one action.

Was this helpful?

Yes　　　No