Gmail: Keyboard shortcuts

These keyboard shortcuts are automatically enabled in your Inbox. Go try them out!

Chat, compose, and messages

Shortcut	Action
?	Show list of all keyboard shortcuts as Inbox overlay
Shift + Escape	Focus main window
Escape	Focus latest chat or compose window
Ctrl + .	Go to next chat or compose window
Ctrl + ,	Go to previous chat or compose window
Ctrl + Enter	Send your message
Ctrl + Shift + c	Add cc recipient
Ctrl + Shift + b	Add bcc recipient
Ctrl + Shift + f	Access custom from
Ctrl + k	Insert link
down arrow	Move down to previous message
up arrow	Move up to next message
n	In a conversation, move down to the next message
p	In a conversation, move up to the previous message
Enter	Open currently focused message

Format as...

Shortcut	Action
Ctrl + b	Bold
Ctrl + i	Italics
Ctrl + u	Underline
Ctrl + Shift + 7	Numbered list
Ctrl + Shift + 8	Bulleted list
Ctrl + Shift + 9	Quoted text
Ctrl + Shift + l	Align left
Ctrl + Shift + e	Align center
Ctrl + Shift + r	Align right
Ctrl + [	Indent less
Ctrl +]	Indent more

💡 A complete list of shortcuts can be accessed by typing **Shift** + **?** in Gmail. The shortcuts appear as an Inbox overlay that you can dismiss by pressing **Esc**.

Optional keyboard shortcuts

To enable optional keyboard shortcuts: Go to your Gmail **Settings**. In the **General** tab, click **Keyboard shortcuts on**. Save your changes.

Navigating Gmail

Shortcut	Action
x	Select message
j or **k**	Move down/ up to previous message
Shift + **n**	Update conversation when new message arrives
` or **~**	Go to next/ previous Inbox section
{ or **}**	Archive current message, then open next/previous message
* + **a** or **n**	Select/ unselect all messages in message list
g then **i**	Go to Inbox
/	Place cursor in Search field
q	Place cursor in chat search
Esc	Remove cursor from your current input field

Composing and replying to messages

Shortcut	Action
c	Compose a new message
r or **a**	Reply to the sender or reply all
f	Forward the message

Moving and marking selected messages

Shortcut	Action
e or **y**	Archive message (**y** removes label when in label view)
#	Delete the message
v	Open **Move to** menu (use autocomplete to select label)
l	Open **Labels** menu (use autocomplete to select label)
. (period)	Open **More Actions** menu (use up/down arrow to select)
Shift + **i** or **u**	Marks selected messages as read or unread
_ (underscore)	Mark as unread from the selected message
z	Undo last action
m	Mute the conversation (mailing lists only)
!	Report Spam
+ or **-**	Mark as important or unimportant
s	Star message (keep pressing **s** to rotate through options)
Shift + **t**	Add conversation to Tasks

Reminder: Type **Shift** + **?** to see all keyboard shortcuts.

Search operators

Use these shortcuts in your Gmail search bar to find what you're looking for even faster.
(Any faster and we'd have to create a Lab that reads your mind.)

Search operators and shortcuts

Shortcut	Action	Examples
from:	Search for sender	**from:me** Sent from you **from:joe** Sent from Joe
to:	Search for recipient	**to:joe** Sent to Joe **to:example.com** Sent to anyone at example.com
subject:	Search in subject line	**subject:legal** Contains legal in the subject **subject:legal from:lee** From Lee with legal in the subject
" "	Search for exact phrase	**"purchase order"** Contains purchase order
OR *(must be uppercase)*	Matches term	**receipt OR invoice** Contains the words "receipt" or "invoice" **from:amy OR lee** From either Amy or Lee
- (hyphen)	Exclude terms from search	**subject:order -new** Subject contains "order" but not "new"
( )	Group search words using AND	**from:amy (legal law)** From Amy, contains "legal" and "law"
{ }	Group search words using OR	**from:amy {legal law}** From Amy, contains "legal" or "law"
in:	Search by label	**from:joe in:action** From Joe, with the label "Action"
label:	Search by label	**from:joe label:finance** From Joe, with the label "Finance"
circle:	Search for message from someone in a particular Google+ circle	**circle:accounting** Message sent from a person in your "accounting" circle **circle:"Lab (Biology)"** Note: if your Circle has spaces or characters, put in quotes.

A complete list of shortcuts can be found at https://support.google.com/mail/answer/7190.

Search operators

Search operators and shortcuts

Shortcut	Action	Examples
list:	Search to/ from mailing lists	**list:info@example.com** To or from "info@example.com"
after: before: older: newer:	Sent during a specified time (yyyy/mm/dd)	**after:2012/6/30** Sent/ received after June 30, 2012 **after:2012/6/30 before:2012/8/13** Sent/received after June 30, 2012 and before August 13, 2012
in:inbox in:trash in: spam in:anywhere	Search in the Inbox, Trash, Spam or All labels	**in:inbox to:amy** Sent to Amy and in your inbox **in:anywhere review** Contains "review" in All Mail, Spam, and Trash
is:starred	Search all messages that are starred	**is:unread from:mike** Unread messages from Mike
is:unread	Search all messages that are unread	**is:starred legal** Starred messages, contains "legal"
cc:	Search Cc field	**cc:matt** Messages cc'd to Matt
bcc:	Search Bcc field	**bcc:greta** Messages bcc'd to Greta
has:attachment	Search for attachments	**has:attachment from:me** Messages sent from you containing an attachment
filename:	Search attachments by name or type	**filename:project** Messages with attachments named "project"
size:	Search for email in size by bytes	**size:1000000** Messages that are 10MB or larger
larger: smaller:	Search email in size using abbreviations	**larger:10MB smaller:20MB** Messages that are 10MB or larger but smaller than 20MB
+ (plus sign)	Search for specific phrase	**+request** Messages with request (not requests, requested, or requesting)
is:chat	Search for chat messages	**is:chat project** Any chat message using the word "project"