




Settings to enable shortcuts

1. Click on the Gear  icon
2. Select **See all Settings**
3. Under **General** find and turn on **Keyboard Shortcuts**



Go To and Google Chat Shortcut

G	+	I	=	Go to the Inbox
G	+	T	=	Go to Sent Emails
G	+	D	=	Go to Drafts
		/	=	Go to Search bar
		Q	=	Search for a person or room in Google Chat
		Enter	=	Send Chat message



Composing and Sending an Email

		C	=	Compose a new Email
		Esc	=	Close Compose Window
Shift	+	C	=	Compose a new Email in a new Window
		Tab	=	Move between fields
Ctrl	+	Enter	=	Send the Email
		Z	=	Undo the Send <small>works only for 30 seconds after email is sent</small>
		R	=	Reply to Sender
		A	=	Reply to All



Text Formatting Options (Email and Chat)

Ctrl	+	C	=	Copy text
Ctrl	+	X	=	Cut text
Ctrl	+	V	=	Paste text
Ctrl	+	B	=	Make text Bold
Ctrl	+	I	=	Italicize text
Ctrl	+	U	=	Underline text