Gmail Keyboard Quick Reference

Compose and Chat

p ..... previous message in open conversation
n .... next message in open conversation
⇧ + esc .... focus main window
esc .... focus latest chat or compose
ctrl + ...advance to next chat or compose
ctrl + , ... advance to previous chat or compose
⌘ + enter .... send
⌘ + ⇧ + c .... add cc
⌘ + ⇧ + b .... add bcc
⌘ + ⇧ + f .... access custom from
⌘ + k .... insert a link
⌘ + ; go to next misspelled word (Mac only)
⌘ + m .... open spelling suggestions

Formatting Text

⌘ + ⇧ + 5 .... previous font
⌘ + ⇧ + 6 ....next font
⌘ + ⇧ + − .... decrease text size
⌘ + ⇧ and + ... increase text size
⌘ + b .... bold
⌘ + i .... italics
⌘ + u .... underline
⌘ + ⇧ + 7 .... numbered list
⌘ + ⇧ + 8 .... bulleted list
⌘ + ⇧ + 9 .... quote
⌘ + [............................. indent less
⌘ +] ....indent more
⌘ + ⇧ + l ....align left
⌘ + ⇧ + e ....align center
⌘ + ⇧ + r .... align right
⌘ + \ .... remove formatting

Actions

, ... move focus to toolbar
x .... select conversation
s .... toggle star/rotate among superstars
e ....archive
m .... mute conversation
! .... report as spam
....delete
r ....reply
R .... reply in new window
a ....reply all
A ....reply all in new window
f ....forward
F .... forward in new window
N ....update conversation
] or [.......... archive conversation and go previous/next
z .... undo last action
I ....mark as read
U .... mark as unread
_ ....mark unread from selected message
+ or = ... mark as important
− ....mark as not important
; ....expand entire conversation
: ....collapse entire conversation
shift + t ....add conversation to Tasks

Jumping

g + i ....go to Inbox
g + s .... go to starred conversations
g + t ....go to Sent
g + d .... go to Drafts
g + a ....go to All mail
g + c ....go to Contacts
g + k .... go to Tasks
g + l ....go to label

Threadlist Selection

* + a .... select all
* + n .... deselect all
* + r .... select read
* + u ....select unread
* + s ....select starred
* + t .... select unstarred

Navigation

u ....back to threadlist
k .... new conversation
j .... older conversation
o or Enter .... open conversation
' .... go to next Inbox section
~ .... go to previous Inbox section

Application

c .... compose
d .... compose in new tab
/ .... search mail
g ....search chat contacts
. ...open "more actions" menu
v .... open "move to" menu
l ....open "label as" menu
? .... open keyboard shortcut help

Hangouts

h + m ....show menu
h + a .... show archived hangouts
h + i ....show Hangout requests
h + c .... focus on the conversation list
g + p or h + p .... open phone

⌘ = ctrl on Linux and Windows
⇧ = shift