Gmail Keyboard Quick Reference

Compose and Chat

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

Formatting Text

⌘/ctrl + shift + 5 .... previous font
⌘/ctrl + shift + 6 .... next font
⌘/ctrl + shift + - ...... decrease text size
⌘/ctrl + shift and + ... increase text size
⌘/ctrl + b .... bold
⌘/ctrl + i .... italics
⌘/ctrl + u .... underline
⌘/ctrl + shift + 7 ....numbered list
⌘/ctrl + shift + 8 ....bulleted list
⌘/ctrl + shift + 9 ....quote
⌘/ctrl + [..................... indent less
⌘/ctrl +] ....indent more
⌘/ctrl + shift + l ....align left
⌘/ctrl + shift + e ....align center
⌘/ctrl + shift + r .... align right
⌘/ctrl + \ .... 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
shift + r .... reply in new window
a ....reply all
shift + a .... reply all in new window
f ....forward
shift + f ....forward in new window
shift + n .... update conversation
] or [.......... archive conversation and go previous/next
z ....undo last action
shift + i ....mark as read
shift + 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 go 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