

Gmail Keyboard Quick Reference

Navigation

p previous message
n next message
j older conversation
k new conversation
o or Enter open conversation
u back to threadlist
' go to next Inbox section
~ go to previous Inbox section
, move focus to toolbar
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

Actions

c compose
d compose in new tab
e archive
..... delete
! report as spam
r reply
R reply in new window
a reply all
A reply all in new window
f forward
F forward in new window
/ search mail
g search chat contacts
x select conversation

s toggle star/rotate among superstars
m mute conversation
N update conversation
] or [..... archive and go prev/next
z undo last action
I mark as read
U mark as unread
- mark unread from selected
+ or = mark as important
- mark as not important
; expand conversation
: collapse conversation
shift + t add conversation to Tasks
. open “more actions” menu
v open “move to” menu
l open “label as” menu
? open keyboard shortcut help

Compose and Chat

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

Formatting Text

cmd + b bold
cmd + i italics
cmd + u underline

cmd + [..... indent less
cmd +] indent more
cmd + \ remove formatting
cmd + shift + + increase text size
cmd + shift + - decrease text size
cmd + shift + l align left
cmd + shift + e align center
cmd + shift + r align right
cmd + shift + 5 previous font
cmd + shift + 6 next font
cmd + shift + 7 numbered list
cmd + shift + 8 bulleted list
cmd + shift + 9 quote

Threadlist Selection

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

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

cmd = ctrl on Linux and Windows

v1.0.0

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<https://github.com/davidssmith/gmail-refcard>