

Gmail Keyboard Shortcut Cheatsheet

⌘ : Command ^ : Control ↵ : Return/Enter ⇧ : Shift ⌫ : Escape

Compose and Chat

⇧ ⌫	Focus main window
⌫	Focus latest chat or compose
^ .	Advance to next chat or compose
^ ,	Advance to previous chat or compose
⌘ ↵	Send
⌘ ⇧ c	Add cc recipients
⌘ ⇧ b	Add bcc recipients
⌘ ⇧ f	Access custom from
⌘ k	Insert a link
⌘ ;	Go to previous misspelled word
⌘ '	Go to next misspelled word
⌘ m	Open spelling suggestions

Formatting

⌘ ⇧ 5	Previous font
⌘ ⇧ 6	Next font
⌘ ⇧ -	Decrease text size
⌘ ⇧ +	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
⌘ ⇧ ,	Set right-to-left
⌘ ⇧ .	Set left-to-right
⌘ \	Remove formatting

Jumping

g then i	Go to Inbox
g then s	Go to Starred conversations
g then t	Go to Sent messages
g then d	Go to Drafts
g then a	Go to All mail
g then c	Go to Contacts
g then k	Go to Tasks
g then l	Go to Label

Threadlist selection

* then a	Select all conversations
* then n	Deselect all conversations
* then r	Select read conversations
* then u	Select unread conversations

* then s	Select starred conversations
* then t	Select unstarred conversations

Navigation

u	Back to threadlist
k/j	Newer/older conversation
o or Enter	Open,collapse/expand conversation
p/n	Read previous/next message
`	Go to next inbox section
~	Go to previous inbox section

Application

c	Compose
d	Compose in a tab
/	Search mail
q	Search chat contacts
.	Open "more actions" menu
v	Open "move to" menu
l	Open "label as" menu
?	Open keyboard shortcut help

Actions

,	Move focus to toolbar
x	Select conversation
s	Toggle star/Rotate among superstars
y	Remove label
e	Archive

m	Mute conversation
⇧ 1	Report as spam
⇧ 3	Delete
r	Reply
⇧ r	Reply in a new window
a	Reply all
⇧ a	Reply all in a new window
f	Forward
⇧ f	Forward in a new window
⇧ n	Update conversation
] / [Remove conversation from current view and
} / {	Archive conversation and go previous/next
z	Undo last action
⇧ i	Mark as read
⇧ u	Mark as unread
_	Mark unread from the selected message
+ or =	Mark as important
-	Mark as not important
;	Expand entire conversation
	Collapse entire conversation
⇧ t	Add conversation to Tasks

Hangouts

h then m	Show menu
h then a	Show Archived Hangouts
h then i	Show Hangout requests
h then c	Focus on the Conversation list
g then p or h then p	Open phone