



## Gmail Cheatsheet / Jim Callender - [www.jayonline.co.uk](http://www.jayonline.co.uk)

Shortcut Key	Definition	Action
<b>c</b>	Compose	Allows you to compose a new message. <b>&lt;Shift&gt; + c</b> allows you to compose a message in a new window.
<b>/</b>	Search	Puts your cursor in the search box.
<b>k</b>	Move to newer conversation	Opens or moves your cursor to a more recent conversation. You can press <b>&lt;Enter&gt;</b> to expand a conversation.
<b>j</b>	Move to older conversation	Opens or moves your cursor to the next oldest conversation. You can press <b>&lt;Enter&gt;</b> to expand a conversation.
<b>n</b>	Next message	Moves your cursor to the next message. You can press <b>&lt;Enter&gt;</b> to expand or collapse a message. (Only applicable in 'Conversation View'.)
<b>p</b>	Previous message	Moves your cursor to the previous message. You can press <b>&lt;Enter&gt;</b> to expand or collapse a message. (Only applicable in 'Conversation View'.)
<b>o</b> or <b>&lt;Enter&gt;</b>	Open	Opens your conversation. Also expands or collapses a message if you are in 'Conversation View'.
<b>u</b>	Return to conversation list	Refreshes your page and returns you to the inbox or list of conversations.
<b>y</b>	Archive* Remove from current view	<p>Automatically removes the message or conversation from your current view.</p> <ul style="list-style-type: none"> <li>From 'Inbox', 'y' means <b>Archive</b></li> <li>From 'Starred', 'y' means <b>Unstar</b></li> <li>From any label, 'y' means <b>Remove the label</b></li> </ul> <p>* 'y' has no effect if you are in 'Spam', 'Sent' or 'All Mail'.</p>
<b>x</b>	Select conversation	Automatically checks and selects a conversation so that you can archive, apply a label or choose an action from the drop-down menu to apply to that conversation.
<b>s</b>	Star a message or conversation	Adds or removes a star to a message or conversation. Stars allow you to give a special status to a message or conversation.
<b>!</b>	Report spam	Marks a message as spam and removes it from your conversation list.
<b>r</b>	Reply	Reply to the message sender. <b>&lt;Shift&gt; + r</b> allows you to reply to a message in a new window. (Only applicable in 'Conversation View'.)
<b>a</b>	Reply all	Reply to all message recipients. <b>&lt;Shift&gt; + a</b> allows you to reply to all message recipients in a new window. (Only applicable in 'Conversation View'.)
<b>f</b>	Forward	Forward a message. <b>&lt;Shift&gt; + f</b> allows you to forward a message in a new window. (Only applicable in 'Conversation View'.)
<b>&lt;Esc&gt;</b>	Escape from input field	Removes the cursor from your current input field.

**Combo-keys** - Use the following combinations of keys to navigate through Google Mail.

Shortcut Key	Definition	Action
<b>&lt;tab&gt; then &lt;Enter&gt;</b>	Send message	After composing your message, use this combination to send it automatically. (Supported only in Internet Explorer.)
<b>y then o</b>	Archive and next	Archive your conversation and move to the next one.
<b>g then a</b>	Go to 'All Mail'	Takes you to 'All Mail', the storage site for all mail you have ever sent or received (and have not deleted).
<b>g then s</b>	Go to 'Starred'	Takes you to all conversations that you have starred.
<b>g then c</b>	Go to 'Contacts'	Takes you to your Contacts list.
<b>g then d</b>	Go to 'Drafts'	Takes you to all drafts you have saved.
<b>g then i</b>	Go to 'Inbox'	Returns you to the inbox.