

The Most Useful Gmail Keyboard Shortcuts Everyone Should Know



Quick Navigation

G, then A	Go to All Mail
G, then C	Go to Contacts
G, then D	Go to Drafts
G, then I	Go to Inbox
G, then K	Go to Tasks
G, then S	Go to Starred Conversations
G, then T	Go to Sent Messages
G, then L	Go to label...

Composition

C	Compose message
Ctrl + K	Insert a link
Ctrl + M	Open spelling suggestions
Ctrl + Enter	Send
Shift + Ctrl + B	Add BCC recipients

Formatting

Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + [Indent less
Ctrl +]	Indent more
Ctrl + \	Remove formatting
Shift + Ctrl + 7	Numbered list
Shift + Ctrl + 8	Bulleted list
Shift + Ctrl + 9	Quote
Shift + Ctrl + E	Align center
Shift + Ctrl + L	Align left
Shift + Ctrl + R	Align right

Reading Messages

A	Reply all
E	Archive
F	Forward
M	Mute conversation
N	Next message in open conversation
P	Previous message in open conversation
R	Reply
S	Toggle star
X	Select conversation
Z	Undo last action
Comma	Move focus to toolbar
!	Report as spam
#	Delete
-	Mark as not important
=	Mark as important
[Archive conversation and go to previous message
]	Archive conversation and go to next message
;	Expand entire conversation
:	Collapse entire conversation
Shift + A	Reply all in a new window
Shift + F	Forward in a new window
Shift + I	Mark as read
Shift + N	Update conversation
Shift + R	Reply in a new window
Shift + T	Add conversation to Tasks
Shift + U	Mark as unread