



Gmail Keyboard Shortcuts

Overview

Keyboard shortcuts help you save time by allowing you to never take your hands off the keyboard to use the mouse. While it might only take a few seconds to use the mouse, those few seconds really start to add up. Learning the keyboard shortcuts helps you to be more productive at work.

You will need to enable Keyboard shortcuts to use these features. To enable Keyboard shortcuts, click Settings, under the General tab select “Keyboard shortcuts on.” Click Save Changes; now you can use all of the below features.

Keyboard Shortcuts:

Shortcut Key	Definition	Action
c	Compose	Allows you to compose a new message
/	Search	Places your cursor in the search box
k	Move to newer conversation	Opens or moves your cursor to a more recent conversation
j	Move to older conversation	Opens or moves your cursor to an older conversation
n	Next message	Moves your cursor to the next message
p	Previous message	Moves your cursor to the previous message
o or Enter	Open	Opens your conversation
u	Return to conversation list	Refreshes your page and returns you to the inbox
e	Archive	Archive your conversations
m	Mute	Archives the conversation, and all future messages from this conversation unless sent or cc'd directly to you
x	Select conversation	Checks and selects a conversation so you can archive, apply a label, or choose an action from the drop-down menu to apply to that conversation
s	Star a message or conversation	Adds or removes a star to a message or conversation
!	Report spam	Marks a message as spam and removes it from your conversation list
r	Reply	Replies to the message sender
a	Reply all	Replies to all message recipients
f	Forward	Forwards a message



Gmail Training

Shortcut Key	Definition	Action
Esc	Escape from input field	Removes the cursor from your current input field
Control + s	Save draft	Saves the current text as a draft when composing a message; ensure your cursor is in one of the text entry fields when using this shortcut
#	Delete	Moves the conversation to Trash
l	Label	Opens the Labels menu to label a conversation
v	Move to	Moves the conversation from the inbox to a different label, Spam or Trash
Shift + i	Mark as read	Marks your message as 'read' and skips to the next message
Shift + u	Mark as unread	Marks your message as 'unread' so you can go back to it later
[Archive and previous	Archives your conversation and moves to the previous one
]	Archive and next	Archives your conversation and moves to the next one
z	Undo	Undoes your previous actions, when the action has an 'undo' link
Shift + n	Update current conversation	Updates your current conversation when there are new messages
q	Move cursor to chat search box	Moves your cursor directly to the chat search box
y	Remove from current view*	Automatically removes the message or conversation from the current view, for example: <ul style="list-style-type: none">• From Inbox, y means Archive• From Starred, y means Unstar• From Trash, y means Move to inbox• From any label, y means Remove the label *Y has no effect if you're in Spam, Sent, or All Mail view



Gmail Training

Shortcut Key	Definition	Action
.	Show more options	Displays the "More Actions" drop-down menu
Control + down arrow	Opens options in Chat	<ul style="list-style-type: none">• Control + Down arrow moves from edit field in your chat window to select the 'Video and more' menu• Next, press Tab to select the emoticon menu• Press Enter to open the selected menu
?	Show keyboard shortcuts help	Displays the keyboard shortcuts help menu within any page you are on
Tab then Enter	Send message	After composing this message, use this combination to send
y then o	Archive and next	Archives your conversation and moves to the next one
g then a	Go to All Mail	Takes you to 'All Mail'
g then s	Go to Starred	Takes you to conversations you have starred
g then c	Go to Contacts	Takes you to your contact list
g then d	Go to Drafts	Takes you to all drafts you have saved
g then l	Go to Label	Takes you to the search box with the label: operator filled in for you
g then i	Go to Inbox	Takes you to your Inbox
g then t	Go to Sent Mail	Takes you to all the mail you have sent
* then a	Select all	Select all mail
* then n	Select none	Deselect any selected conversations
* then r	Select read	Select mail you have read
* then u	Select unread	Select unread mail
* then s	Select Starred	Selects all starred mail
* then t	Select unstarred	Selects all unstarred mail