



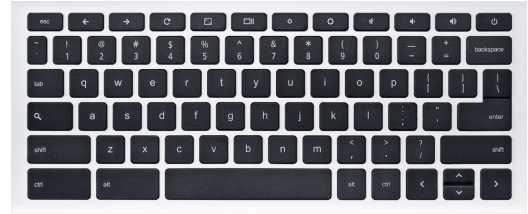
Gmail Keyboard Shortcuts

Cheat Sheet

Modifier Keys

- ⌘ - Control Key (⌘ key on macOS)
- ⌘ - Alt Key (Option key on macOS)
- ⇧ - Shift key
- 🔍 - Search Key (only on Chromebooks)

To use, hold down the modifier key or keys before typing the final key.



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Navigation

- j Next Conversation
- k Previous Conversation
- o Open conversation
- u Return to message list
- g i Go to Inbox
- g a Go to All Mail
- g d Go to Drafts

Sending & Replying

- c Compose a new email
- d Compose in a new tab
- r Reply
- a Reply All
- f Forward
- ⌘<ENTER> Send email

Managing Email

- x Select conversation
- v Move conversation
- l Label conversation
- e Archive conversation
- # Delete conversation
- ⌘i Mark unread
- ⌘u Mark read
- / Search emails
- s Toggle/rotate stars
- ; Expand conversation
- : Collapse conversation

Turn on Keyboard Shortcuts

Click the Gear icon in Gmail and select **Settings**, select **Keyboard shortcuts on**. Click **Save Changes** at the bottom.

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Ads](#)

[Offline](#) [Themes](#)

Keyboard shortcuts: ☐ Keyboard shortcuts off
☒ Keyboard shortcuts on

[Learn more](#)

? Shows keyboard help

Save Changes

Cancel

Formatting

- ⌘b Bold text
- ⌘i Italicize text
- ⌘S+ Increase text size
- ⌘S- Decrease text size
- ⌘S5 Previous font
- ⌘S6 Next font
- ⌘S7 Numbered list
- ⌘S8 Bulleted list
- ⌘S9 Quote
- ⌘m Open spelling suggestions