

# Gmail cheat sheet

## Compose and chat

N	Next message in an open conversation
Shift + Esc	Focus main window
Esc	Focus latest chat or compose
Ctrl + .	Advance to the next chat or compose
Ctrl + ,	Advance to previous chat or compose

## Formatting text

Ctrl + Shift + 6	Next font
Ctrl + Shift + 9	Quote

## Actions

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

S	Toggle star/rotate among superstars
E	Archive
#	Delete
R	Reply
Z	Undo last action
–	Mark unread from the selected message
+	Mark as important
;	Expand entire conversation

## Hangouts

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

## Jumping

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

G + I	Go to Inbox
G + T	Go to Sent messages
G + C	Go to Contacts

## Threadlist selection

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

* + A	Select all conversations
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## Navigation

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

## Application

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Ctrl + Shift + D	Discard currently composed email (without any prompt)
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Last modification: 1/10/2020 7:08:20 PM

More information: [defkey.com/gmail-shortcuts?filter=basic](https://defkey.com/gmail-shortcuts?filter=basic)

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