Gmail cheat sheet

Compose and chat

P	Previous message in an open conversation
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
Ctrl + Enter	Send
Ctrl + Shift + C	Add cc recipients
Ctrl + Shift + B	Add bcc recipients
Ctrl + Shift + F	Access custom from
Ctrl + K	Insert a link
Cmd + ;	Go to next misspelled word (Mac only)
Ctrl + M	Open spelling suggestions

Formatting text

Ctrl + Shift + 5	Previous font
Ctrl + Shift + 6	Next font
Ctrl + Shift + -	Decrease text size
Ctrl + Shift + +	Increase text size
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + Shift + 7	Numbered list
Ctrl + Shift + 8	Bulleted list
Ctrl + Shift + 9	Quote
Ctrl + [	Indent less
Ctrl +]	Indent more
Ctrl + Shift + L	Align left
Ctrl + Shift + E	Align center
Ctrl + Shift + R	Align right
Ctrl + \	Remove formatting

Actions

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

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

Hangouts

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

H + M	Show menu
H + A	Show archived hangouts
H + I	Show Hangout requests
H + C	Focus on the conversation list
G + P or H + P	Open phone

Jumping

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

G + I	Go to Inbox
G + S	Go to Starred conversations
G + T	Go to Sent messages
G + D	Go to Drafts
G + A	Go to All mail
G + C	Go to Contacts
G + K	Go to Tasks
G + L	Go to label

Threadlist selection

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

* + A	Select all conversations
* + N	Deselect all conversations
* + R	Select read conversations
* + U	Select unread conversations
* + S	Select starred conversations
* + T	Select unstarred conversations

Navigation

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

U	Back to threadlist
K	New conversation
J	Older conversation
O or Enter	Open conversation
`	Go to next Inbox section
~	Go to previous Inbox section

Application

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

C	Compose
Ctrl + Shift + D	Discard currently composed email (without any prompt)
D	Compose in a new tab
/	Search mail
G	Search chat contacts
.	Open "more actions" menu
V	Open "move to" menu
L	Open "label as" menu
?	Open keyboard shortcut help

Last modification: 1/10/2020 7:08:20 PM

More information: *defkey.com/gmail-shortcuts*

Customize this PDF...