

Gmail + CMDK Keyboard Shortcuts Cheat Sheet

cmdk.email/post/gmail-shortcuts-cheat-sheet

e Gmail native (enable in Settings > General > Keyboard shortcuts on) **H** Added by the CMDK extension Ctrl = Cmd on Mac

THE COMMAND BAR

- Cmd K** Open the command bar: type any action
- Cmd o** Commando: open links in the email
- ?** Show all shortcuts overlay

Every action below (and the ones without keys: block sender, nuke a sender, mark all as read, create snippet) is searchable in the command bar.

ESSENTIAL TRIAGE

- c** Compose
- e** Archive
- Del** Delete with the Delete key (or Backspace)
- #** Delete (native)
- r** Reply
- Enter** Reply when viewing an email
- a** Reply all
- f** Forward
- z** Undo
- Cmd z** Undo, on the key you already know
- /** Search

POWER TRIAGE (CMDK)

- ⇧e** Mark read + archive
- ⇧s** Star + archive
- Cmd u** Unsubscribe from this sender
- Cmd c** Instant Copy: message, again for thread
- v** Move to Inbox from Sent, All Mail, etc.

NAVIGATION

- j / k** Older / newer conversation
- ← →** Newer / older, on the arrow keys
- o** Open conversation (or Enter)
- u** Back to list (in native Gmail)
- ↑ ↓** Previous / next message in thread
- Esc** Smart back: close reply, toast, Gemini

COMPOSE & SEND

- Ctrl Enter** Send
- Ctrl⇧c** Add Cc
- Ctrl⇧b** Add Bcc
- Ctrl⇧d** Discard draft

COMPOSE (CMDK)

- ;** Insert a snippet
- Cmd⇧l** Schedule send
- Cmd⇧h** Toggle follow-up reminder
- Cmd⇧r** Toggle read receipts
- Cmd⇧s** Edit subject
- Cmd⇧a** Attach file
- Cmd⇧i** Instant Intro: reply + move to Bcc
- Cmd v** Paste URL over selection as link
- q** Quick quote: reply quoting selection

ACTIONS

- !** Mark as spam
- m** Mute conversation
- s** Star / unstar
- ⇧i / ⇧u** Mark read / unread
- + / -** Important / not important
- l** Label menu
- v** Move to
- .** More actions menu
- ; / :** Expand / collapse thread
- ⇧t** Add to Tasks

RSVP FROM THE EMAIL (CMDK)

- ⇧y** Accept the calendar invite
- ⇧m** Reply maybe
- ⇧n** Decline

SELECT

- x** Select conversation
- * a / * n** Select all / none
- * r / * u** Select read / unread
- ⇧↑ ⇧↓** Multi-select a range of emails
- Cmd a** Select all conversations
- Esc** Deselect all

GO TO (PRESS G, THEN KEY)

- g i** Inbox
- g t** Sent
- g d** Drafts
- g s** Starred
- g a** All Mail
- g b** Snoozed
- g !** Spam
- g #** Trash
- g 1-9** Switch to another Gmail account

SPLIT INBOX (CMDK)

- Tab** Next split inbox tab
- ⇧Tab** Previous split inbox tab
- `** Next inbox category
- ⇧`** Previous inbox category

FOLLOW-UPS & AI

- b** Snooze bar: type "next tue 9am"
- h** Snooze & remind, Superhuman style
- i** Ask AI: open Gemini on this email

COMMAND BAR ONLY

- Cmd K** Nuke: archive/delete all from sender
- Cmd K** Block sender
- Cmd K** Mark all as read