

Gmail Keyboard Shortcuts Cheat Sheet

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

Shortcuts are OFF by default. Enable: Gmail > Settings gear > See all settings > General > Keyboard shortcuts on > Save. Press ? inside Gmail for the built-in overlay.

LEARN THESE TEN FIRST

- c** Compose
- e** Archive
- #** Delete
- r** Reply
- a** Reply all
- j / k** Older / newer conversation
- o** Open conversation (or Enter)
- u** Back to list
- /** Search
- z** Undo last action

NAVIGATION

- n / p** Next / previous message in thread
- `** Next inbox tab
- ~** Previous inbox tab
- ?** Shortcut help overlay
- Esc** Leave input field

GO TO (PRESS G, THEN KEY)

- g i** Inbox
- g s** Starred
- g t** Sent
- g d** Drafts
- g a** All Mail
- g k** Tasks
- g c** Contacts
- g n** Next page of list
- g p** Previous page of list

REPLY & FORWARD

- f** Forward
- ⌘r** Reply in new window
- ⌘a** Reply all in new window
- ⌘f** Forward in new window

ACTIONS

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

SELECT (PRESS *, THEN KEY)

- x** Select current conversation
- * a** Select all on page
- * n** Deselect all
- * r / * u** Select read / unread
- * s / * t** Select starred / unstarred

COMPOSE & SEND (CTRL = CMD ON MAC)

- d** Compose in new tab
- Ctrl ⌘** Send
- Ctrl⌘c** Add Cc
- Ctrl⌘b** Add Bcc
- Ctrl⌘d** Discard draft
- Ctrl k** Insert link
- Ctrl⌘7** Numbered list
- Ctrl⌘8** Bulleted list
- Ctrl⌘9** Quote
- Ctrl []** Outdent / indent
- Ctrl ** Remove formatting

BULK COMBOS WORTH KNOWING

- * u ⌘i** Mark all unread as read
- * a e** Archive whole page
- * a #** Delete whole page