

## Gmail Keyboard Shortcuts (Printable Version)\*

Keyboard shortcuts help you save time since you never have to take your hands off the keyboard to use the mouse. *You'll need a Standard 101/102-Key or Natural PS/2 Keyboard to use the shortcuts.* To turn these case-sensitive shortcuts on or off, click **Settings**, and then pick an option next to **Keyboard shortcuts**.

Shortcut Key	Definition	Action
<b>c</b>	Compose	Allows you to compose a new message. <b>&lt;Shift&gt; + c</b> allows you to compose a message in a new window.
<b>/</b>	Search	Puts your cursor in the search box.
<b>k</b>	Move to newer conversation	Opens or moves your cursor to a more recent conversation. You can hit <b>&lt;Enter&gt;</b> to expand a conversation.
<b>j</b>	Move to older conversation	Opens or moves your cursor to the next oldest conversation. You can hit <b>&lt;Enter&gt;</b> to expand a conversation
<b>n</b>	Next message	Moves your cursor to the next message. You can hit <b>&lt;Enter&gt;</b> to expand or collapse a message. (Only applicable in 'Conversation View.')
<b>p</b>	Previous message	Moves your cursor to the previous message. You can hit <b>&lt;Enter&gt;</b> to expand or collapse a message. (Only applicable in 'Conversation View.')
<b>o</b> or <b>&lt;Enter&gt;</b>	Open	Opens your conversation. Also expands or collapses a message if you are in 'Conversation View.'
<b>u</b>	Return to conversation list	Refreshes your page and returns you to the inbox, or list of conversations.
<b>e</b>	Archive	Archive your conversation from any view.
<b>m</b>	Mute	Archives the conversation, and all future messages skip the Inbox unless sent or cc'd directly to you. <a href="#">Learn More</a> .
<b>x</b>	Select conversation	Automatically checks and selects a conversation so that you can archive, apply a label, or choose an action from the drop-down menu to apply to that conversation.
<b>s</b>	Star a message or conversation	Adds or removes a star to a message or conversation. Stars allow you to give a message or conversation a special status.
<b>!</b>	Report spam	Marks a message as spam and removes it from your conversation list.
<b>r</b>	Reply	Reply to the message sender. <b>&lt;Shift&gt; + r</b> allows you to reply to a message in a new window. (Only applicable in 'Conversation View.')
<b>a</b>	Reply all	Reply to all message recipients. <b>&lt;Shift&gt; + a</b> allows you to reply to all message recipients in a new window. (Only applicable in 'Conversation View.')
<b>f</b>	Forward	Forward a message. <b>&lt;Shift&gt; + f</b> allows you to forward a message in a new window. (Only applicable in 'Conversation View.')
<b>&lt;Esc&gt;</b>	Escape from input field	Removes the cursor from your current input field.

\*Converted to  $\LaTeX$  by Matthew J. Miller ([www.matthewjmiller.net](http://www.matthewjmiller.net)). Last updated on January 29, 2008.

<Ctrl> + s	Save draft	Holding the <Ctrl> key while pressing <b>s</b> when composing a message will save the current text as a <b>draft</b> . Make sure your cursor is in one of the text fields – either the composition pane, or any of the To, CC, BCC, or Subject fields – when using this shortcut.
#	Delete	Moves the conversation to Trash.
<Shift> + i	Mark as read	Mark your message as ‘read’ and skip to the next message
<Shift> + u	Mark as unread	Mark your message as ‘unread’ so you can go back to it later.
[	Archive and previous	Archive your conversation and move to the previous one.
]	Archive and next	Archive your conversation and move to the next one.
z	Undo	Undo your previous action if possible (for actions with an ‘undo’ link).
<Shift> + n	Update current conversation	Update your current conversation when there are new messages.
q	move cursor to chat search	Move your cursor directly to the chat search box.
y	Remove from Current View*	Automatically removes the message or conversation from your current view. <ul style="list-style-type: none"> <li>• From ‘Inbox,’ ‘y’ means Archive</li> <li>• From ‘Starred,’ ‘y’ means Unstar</li> <li>• From ‘Trash,’ ‘y’ means Move to inbox</li> <li>• From any label, ‘y’ means Remove the label</li> </ul> <p>* ‘y’ has no effect if you’re in ‘Spam,’ ‘Sent,’ or ‘All Mail.’</p>
.	Show more actions	Displays the ‘More Actions’ drop-down menu.
?	Show keyboard shortcuts help	Displays the keyboard shortcuts help menu within any page you’re on.
<tab> then <Enter>	Send message	After composing your message, use this combination to send it automatically. (Supported in Internet Explorer and Firefox, on Windows.)
y then o	Archive and next	Archive your conversation and move to the next one.
g then a	Go to ‘All Mail’	Takes you to ‘All Mail,’ the storage site for all mail you’ve ever sent or received (and have not deleted).
g then s	Go to ‘Starred’	Takes you to all conversations you have starred.
g then c	Go to ‘Contacts’	Takes you to your Contacts list.
g then d	Go to ‘Drafts’	Takes you to all drafts you have saved.
g then i	Go to ‘Inbox’	Returns you to the inbox.
g then t	Go to ‘Sent Mail’	Takes you to all mail you’ve sent.
* then a	Select all	Selects all mail.
* then n	Select none	Deselects all mail.
* then r	Select read	Selects all mail you’ve read.
* then u	Select unread	Selects all unread mail.
* then s	Select starred	Selects all starred mail.
* then t	Select unstarred	Selects all unstarred mail.