

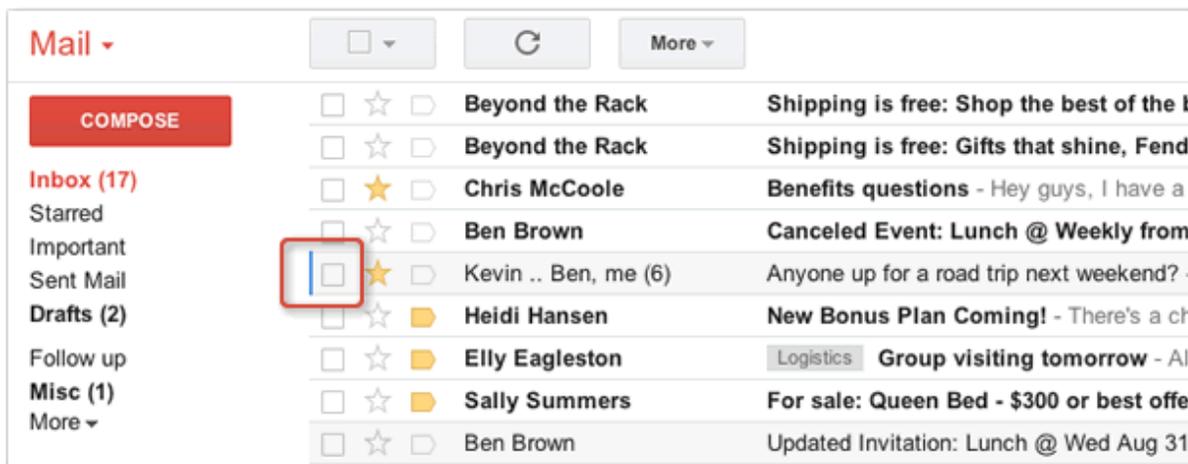


Gmail: Keyboard shortcuts

Keyboard shortcuts are a great way to reduce the time you spend clicking through your email!

Turn Keyboard Shortcuts on

You can tell if you have keyboard shortcuts enabled by looking in your Inbox. If you see a **blue line** at the left of one of the messages, keyboard shortcuts are already on. If you don't see the blue line, open your Gmail **Settings**. Then on the **General** tab, select **Keyboard shortcuts on** and click **Save Changes**. When you return to your Inbox, you should see the blue line indicating that keyboard shortcuts are enabled.



View a list of Keyboard Shortcuts

To quickly view an overlay list of keyboard shortcuts, press the question mark on your keyboard (**Shift + ?**). To close the overlay, click **Close** or press the **Escape** key (**Esc**) on your keyboard.

Keyboard shortcuts

Jumping

- g then i : Go to Inbox
- g then s : Go to Starred conversations
- g then t : Go to Sent messages
- g then d : Go to Drafts
- g then a : Go to All mail
- g then c : Go to Contacts
- g then k : Go to Tasks
- g then l : Go to Label

Threadlist selection

- * then a : Select all conversations
- * then n : Deselect all conversations
- * then r : Select read conversations
- * then u : Select unread conversations
- * then s : Select starred conversations
- * then t : Select unstarred conversations

Navigation

- u : Back to threadlist
- k / j : Newer/older conversation
- o or <Enter> : Open conversation; collapse/expand conversation
- p / n : Read previous/next message

Application

- c : Compose
- / : Search
- q : Focus chat contact search
- ? : Open shortcut help

Actions

- x : Select conversation
- s : Star conversation
- y : Remove label
- e : Archive
- m : Ignore conversation
- ! : Report as spam
- # : Move to trash
- r : Reply
- <Shift>+r : Reply in a new window
- <Shift>+a : Reply all in a new window
- <Shift>+f : Forward
- <Shift>+n : Update conversation
- <Tab> then <Enter> : Send mail
- <Esc> : Focus last chat mole
-] / [: Remove conversation from current view and go previous/next
- / / : Archive conversation and go previous/next
- z : Undo last action
- o : Open more actions menu
- <Shift>+i : Mark as read
- <Shift>+u : Mark as unread
- <Ctrl>+s : Save draft
- <Shift>+t : Add conversation to Tasks

Print out a handy reference sheet!

You don't have to memorize all the shortcuts right now. Just practice using a few each week, and soon you'll be zipping through your Inbox in just a few short clicks on your keyboard!

To print out a list of the shortcuts like the ones below, go to: [Keyboard shortcuts and search operators](#)

Search operators Google™ Apps

Keyboard shortcuts Google™ Apps

To enable keyboard shortcuts:
Go to your Gmail **Settings**. In the **General** tab, click **Keyboard shortcuts on**. Save your changes.

View keyboard shortcuts		Moving and marking selected messages	
Shortcut	Action	Shortcut	Action
?	Show list of all keyboard shortcuts	e or y	Archive message (y removes label when in label view)
Navigating Gmail		#	Delete the message
Shortcut	Action	v	Open Move to menu (use autocomplete to select label)
g then a	Go to "All Mail"	l	Open Labels menu (use autocomplete to select label)
g then t	Go to "Sent Mail"	. (period)	Open More Actions menu (use up/down arrow to select)
g then c	Go to "Contacts"	Shift + i or u	Marks selected messages as read or unread
g then i	Go to "Inbox"	_ (underscore)	Mark as unread from the selected message
g then d	Go to "Drafts"	z	Undo last action
g then s	Go to "Starred"	m	Mute the conversation (mailing lists only)
g then k	Go to "Tasks"	l	Report Spam
/	Place cursor in Search field	+ or -	Mark as important or unimportant
q	Place cursor in chat search	s	Star message (keep pressing s to rotate through options)
Esc	Remove cursor from your current input field	Shift + t	Add conversation to Tasks

A complete list of shortcuts can be found at <https://support.google.com/mail/bin/answer.py?answer=6594>.