

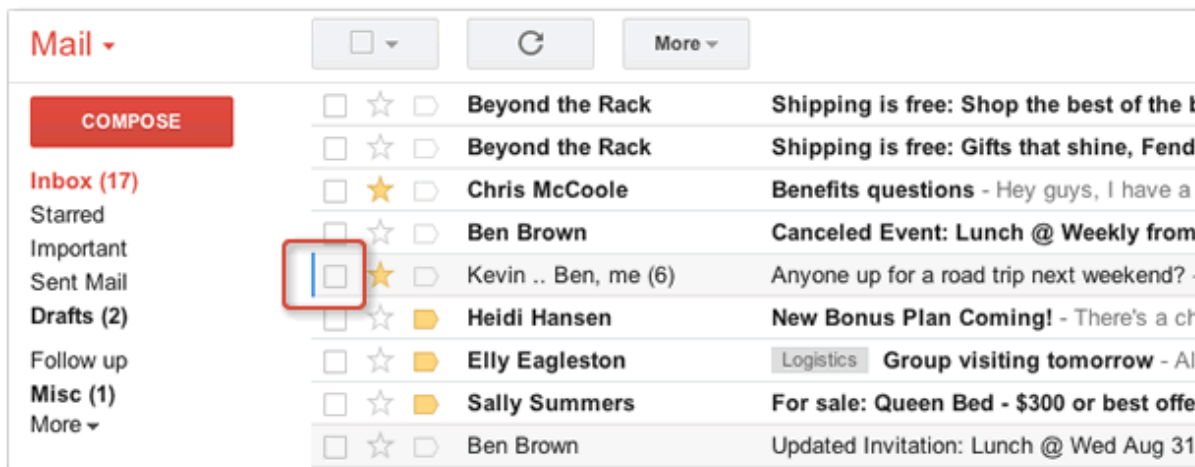


## Gmail: Keyboard shortcuts

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.

The screenshot shows the Google Apps Mail interface with a 'Keyboard shortcuts' overlay. The overlay is titled 'Keyboard shortcuts' and features a 'Shift + ?' button. It lists various shortcuts categorized into Jumping, Threadlist selection, Navigation, and Application. The background shows a list of emails in the inbox, with the first email from 'Will Winters' selected. The interface includes a top navigation bar with links to Mail, Calendar, Documents, Sites, and more. The user's email address 'craig@altostrat.com' is visible in the top right corner.

**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
- <Shift>+a** : Reply all in a new window
- f** : Forward
- <Shift>+f** : Forward in a new window
- <Shift>+n** : Update conversation
- <Tab>** then **<Enter>** : Send mail
- <Bsc>** : Focus last chat mole
- ] / [** : Remove conversation from current view and go previous/next
- ] / {** : Archive conversation and go previous/next
- u** : Undo last action
- <Shift>+i** : Mark as read
- <Shift>+u** : Mark as unread
- <Ctrl>+s** : Save draft
- <Shift>+t** : Add conversation to Tasks

**Close**

## 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

### Search operators

#### Shortcut

from:

to:

subject:

" "

OR  
(must be uppercase)

- (hyphen)

( )

{ }

in:

label:

circle:

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

## 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 <b>Move to</b> menu (use autocomplete to select label)
g then a	Go to "All Mail"	l	Open <b>Labels</b> menu (use autocomplete to select label)
g then t	Go to "Sent Mail"	. (period)	Open <b>More Actions</b> 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"	!	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>.