

# Essential Gmail Keyboard Shortcuts



**Note:** On a Mac keyboard, replace **Ctrl** with **Cmd** in the shortcuts.

## Quick Navigation

- G, then A** Go to All Mail
- G, then C** Go to Contacts
- G, then D** Go to Drafts
- G, then I** Go to Inbox
- G, then K** Go to Tasks
- G, then S** Go to Starred Conversations
- G, then T** Go to Sent Messages
- G, then B** Go to Snoozed Messages
- G, then L** Go to label...

## Reading Messages

- X** Select conversation
- R** Reply
- A** Reply all
- E** Archive
- F** Forward
- M** Mute conversation
- N** Next message in open conversation
- P** Previous message in open conversation
- S** Toggle star
- Z** Undo last action
- !** Report as spam
- #** Delete
- , (Comma)** Move focus to toolbar
- (Minus)** Mark as not important
- = (Equals)** Mark as important
- ;(Semicolon)** Expand entire conversation
- :(Colon)** Collapse entire conversation
  - [** Archive conversation and go to previous message
  - ]** Archive conversation and go to next message
- Shift + A** Reply all in a new window
- Shift + F** Forward in a new window
- Shift + I** Mark as read
- Shift + U** Mark as unread
- Shift + N** Update conversation
- Shift + R** Reply in a new window
- Shift + T** Add conversation to Tasks

## Composition

- C** Compose message
- Ctrl + K** Insert a link
- Ctrl + M** Open spelling suggestions
- Ctrl + Enter** Send
- Shift + Ctrl + B** Add BCC recipients
- Shift + Ctrl + C** Add CC recipients

## Formatting

- Ctrl + B** Bold
- Ctrl + I** Italics
- Ctrl + U** Underline
- Ctrl + [** Indent less
- Ctrl + ]** Indent more
- Ctrl + \** Remove formatting
- Shift + Ctrl + 7** Numbered list
- Shift + Ctrl + 8** Bulleted list
- Shift + Ctrl + 9** Quote
- Shift + Ctrl + E** Align center
- Shift + Ctrl + L** Align left
- Shift + Ctrl + R** Align right