



# GMAIL CHEAT SHEET

## How to enable shortcuts:

1. Click the mail\_gear.png gear in the top-right corner of Gmail and select Settings.
2. Under the "General" tab, find the "Keyboard shortcuts" section and select Keyboard shortcuts on.
3. Click Save Changes at the bottom of the page.
4. Go back to Settings, click on the "Labs" tab, find "Custom keyboard shortcuts" (by Alan S) and click Enable.
5. Click Save Changes at the bottom of the page.

This sheet is to inform and instruct the user with keyboard shortcuts across the Gmail platform. Keyboard shortcuts are beneficial for they increase efficiency and allow the user to multi-task while utilizing usages of both mouse and keyboard.

## CONVERSATION VIEW

Keyboard command	Action
R	reply to sender
Shift  +  R	reply in new window
A	reply to all
Shift  +  A	reply to all in new window
F	forward
Shift  +  F	forward in new window
Shift  +  N	update conversation
Shift  +  U	mark current message as unread
+	mark selected message as important
-	mark selected message as unimportant
E	archive selected message
K	jump to next (newer) email
J	jump back to previous email
N	jump to next message in an email thread
P	jump to previous message in an email thread
:	expand entire conversation
Shift  +  :	collapse entire conversation
M	autoarchive responses in email thread that are irrelevant to you
U	jump back to Inbox View
Shift  +  1	mark message as Spam
Shift  +  3	trash message
V	open "Move To" menu

## JUMPING

Keyboard command	Action
G  +  I	go to Inbox
G  +  S	go to Starred conversations
G  +  T	go to Sent messages
G  +  D	go to Drafts
G  +  A	go to All Mail
G  +  C	go to Contacts
G  +  K	go to Tasks
G  +  L	go to Label

## INBOX VIEW

Keyboard command	Action
Shift	select a continuous stream of emails
Command	select random series of message (not in a row)
Shift  +  8  +  U	select all unread messages
E	archive messages (archived emails live in the "All Mail" folder)
+	mark selected message as important
-	mark selected message as unimportant
C	compose new message
/  or  ?	search messages
Shift  +  1	mark selected messages as Spam
Shift  +  3	trash selected messages
V	open "Move To" menu

## COMPOSE VIEW

Keyboard command	Action
Command  +  K	insert a link
Command  +  Shift  +  7	insert numbered list
Command  +  B	bold
Command  +  I	italicized
Command  +  U	underlined
Command  +  ;	move to next misspelled word
Tab	shift between send name, subject line, and body copy
Command  +  Shift  +  C	add CC recipients
Command  +  Shift  +  B	add BCC recipients
Command  +  Enter	send your email
Control  +  Command  +  \	remove formatting (helpful when pasting into email)
Command  +  L	indent less
Command  +  J	indent more
Command  +  Shift  +  E	center align
Command  +  Shift  +  R	right align
Command  +  Shift  +  L	left align