



Keyboard shortcuts

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		
g then a	Go to "All Mail"	v	Open Move to menu (use autocomplete to select label)
g then t	Go to "Sent Mail"	l	Open Labels menu (use autocomplete to select label)
g then c	Go to "Contacts"	. (period)	Open More Actions menu (use up/down arrow to select)
g then i	Go to "Inbox"	Shift + i or u	Marks selected messages as read or unread
g then d	Go to "Drafts"	_ (underscore)	Mark as unread from the selected message
g then s	Go to "Starred"	z	Undo last action
g then k	Go to "Tasks"	m	Mute the conversation (mailing lists only)
/	Place cursor in Search field	!	Report Spam
q	Place cursor in chat search	+ or -	Mark as important or unimportant
Esc	Remove cursor from your current input field	s	Star message (keep pressing s to rotate through options)
		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>.



Keyboard shortcuts

Navigating messages list		Composing and replying to messages	
Shortcut	Action	Shortcut	Action
x	Select message	c	Compose a new message
Enter or o	Open currently focused message	r or a	Reply to the sender or reply all
Shift + o	Open currently focused message in a new window	f	Forward the message
j	Move down to previous message	Ctrl + Enter	Send the message
k	Move up to next message	Ctrl + Shift + c	Add cc recipient
u	Back to threadlist	Ctrl + Shift + b	Add bcc recipient
n	In a conversation, move down to the next message	Ctrl + Shift + f	Access custom from
p	In a conversation, move up to the previous message	Ctrl + k	Insert link
Shift + n	Update conversation when new message arrives	Ctrl + b	Bold
`	Go to next Inbox section	Ctrl + i	Italics
~	Go to previous Inbox section	Ctrl + u	Underline
{ or }	Archive current message, then open next/previous message	Ctrl + Shift + 7	Bulleted list
* + a or n	Select/ unselect all messages in message list	Ctrl + Shift + 8	Numbered list
* + r or u	Select all read/ unread messages in message list	Ctrl + Shift + e	Align center
* + s or t	Select all starred/ unstarred messages in message list	Ctrl + Shift + l	Align left



Use these shortcuts in your Gmail search bar to find what you're looking for even faster.
(Any faster and we'd have to create a Lab that reads your mind.)

Search operators and shortcuts		
Shortcut	Action	Examples
from:	Search for sender	from:me Sent from you from:joe Sent from Joe
to:	Search for recipient	to:joe Sent to Joe to:example.com Sent to anyone at example.com
subject:	Search in subject line	subject:legal Contains legal in the subject subject:legal from:lee From Lee with legal in the subject
" "	Search for exact phrase	"purchase order" Contains purchase order
OR <i>(must be uppercase)</i>	Matches term	receipt OR invoice Contains the words "receipt" or "invoice" from:amy OR lee From either Amy or Lee
- (hyphen)	Exclude terms from search	subject:order -new Subject contains "order" but not "new"
()	Group search words using AND	from:amy (legal law) From Amy, contains "legal" and "law"
{ }	Group search words using OR	from:amy {legal law} From Amy, contains "legal" or "law"
in:	Search by label	from:joe in:action From Joe, with the label "Action"
label:	Search by label	from:joe label:finance From Joe, with the label "Finance"
circle:	Search for message from someone in a particular Google+ circle	circle:accounting Message sent from a person in your "accounting" circle circle:"Lab (Biology)" Note: if your Circle has spaces or characters, put in quotes.

A complete list of shortcuts can be found at <https://support.google.com/mail/bin/answer.py?answer=7190>.



Search operators and shortcuts

Shortcut	Action	Examples
list:	Search to/ from mailing lists	list:info@example.com To or from "info@example.com"
after: before: older: newer:	Sent during a specified time (yyyy/mm/dd)	after:2012/6/30 Sent/ received after June 30, 2012 after:2012/6/30 before:2012/8/13 Sent/received after June 30, 2012 and before August 13, 2012
in:inbox in:trash in: spam in:anywhere	Search in the Inbox, Trash, Spam or All labels	in:inbox to:amy Sent to Amy and in your inbox in:anywhere review Contains "review" in All Mail, Spam, and Trash
is:starred	Search all messages that are starred	is:unread from:mike Unread messages from Mike
is:unread	Search all messages that are unread	is:starred legal Starred messages, contains "legal"
cc:	Search Cc field	cc:matt Messages cc'd to Matt
bcc:	Search Bcc field	bcc:greta Messages bcc'd to Greta
has:attachment	Search for attachments	has:attachment from:me Messages sent from you containing an attachment
filename:	Search attachments by name or type	filename:project Messages with attachments named "project"
size:	Search for email in size by bytes	size:1000000 Messages that are 10MB or larger
larger: smaller:	Search email in size using abbreviations	larger:10MB smaller:20MB Messages that are 10MB or larger but smaller than 20MB
+ (plus sign)	Search for specific phrase	+request Messages with request (not requests, requested, or requesting)
is:chat	Search for chat messages	is:chat project Any chat message using the word "project"