

Gmail Shortcuts Cheat Sheet

Tip: Make sure shortcuts are enabled in your Gmail Settings (“Settings...General...Keyboard Shortcuts”)

Name	Shortcut Key	Action
Star	s	Adds or removes a star to a message or conversation.
Mute	m	Archives the conversation, and all future messages skip the Inbox unless sent or cc'd directly to you.
Return to conversation list	u	Returns you to the inbox, or list of conversations.
Forward	f	Forwards the message.
Archive	e	Archive your conversation from any view.
Previous message	p	Move your cursor to the previous message.
Next message	n	Move your cursor to the next message.
Move to newer conversation	k	Move your cursor to a more recent conversation.
Move to older conversation	j	Move your cursor to the next oldest conversation.
Compose	c	Compose a new message.
Search	/	Select the search box.
Archive and next]	Archives your conversation and moves to the next one.
Archive and previous	[Archives conversation and moves to the previous one.
Mark as important	+	Helps Gmail learn what's important to you by marking misclassified messages.
Show keyboard shortcuts	?	Displays the keyboard shortcuts help menu.
Undo	z	Undoes your previous action, if possible (only works for actions with an 'undo' link).
Move to	v	Opens the Move To menu to move a conversation to another folder.

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Name	Shortcut Key	Action
Label	l	Opens the Labels menu to label a conversation.
Delete	#	Deletes the message.
Reply	r	Replies to the message sender.
Reply all	a	Replies to all.
Report spam	!	Marks message as spam and removes it from your conversation list.
Mark as read	Shift + i	Marks the selected message as read.
Mark as unread	Shift + u	Marks the selected message as unread.
Go to inbox	g + i	Takes you to your inbox.
Go to starred conversations	g + s	Takes you to your starred messages.
Go to sent messages	g + t	Takes you to your sent messages.
Go to drafts	g + d	Takes you to your drafts.
Go to all mail	g + a	Takes you to a view with all your mail.
Go to contacts	g + c	Takes you to your contacts.
Go to tasks	g + k	Expands your tasks pane.
Go to label	g + l	Lets you view messages with a specific label.

Bonus Shortcuts! (Boomerang for Gmail Users)

Boomerang for Gmail enables send later, snooze, and many other features.

Install it for free at www.boomeranggmail.com. Works on Chrome, Safari, Firefox, and Opera!

(These shortcuts are available to users who “Enable keyboard shortcuts” in their Boomerang settings.)

Name	Shortcut Key	Action
Boomerang menu	b	Lets you return a conversation to your inbox at a given time.
Send later menu	Ctrl/⌘ + s	Lets you schedule the email you are writing to send at a later time.