

Gmail Keyboard Shortcuts

Complete Cheat Sheet for Enhanced Productivity

Created by [ChromeGeek.com](#)

Getting Started: First, enable keyboard shortcuts in Gmail by going to Settings → General → Keyboard shortcuts → "Keyboard shortcuts on" → Save Changes. Press ? in Gmail to see all available shortcuts.

Compose & Chat

Action	Shortcut
Compose new email	C
Compose in new tab	D
Send email	Ctrl + Enter
Add CC recipients	Ctrl + Shift + C
Add BCC recipients	Ctrl + Shift + B
Insert link	Ctrl + K
Focus main window	Shift + Esc

Text Formatting

Action	Shortcut
Bold text	Ctrl + B
Italic text	Ctrl + I
Underline text	Ctrl + U
Numbered list	Ctrl + Shift + 7
Bulleted list	Ctrl + Shift + 8
Quote text	Ctrl + Shift + 9
Remove formatting	Ctrl + \

Email Actions

Action	Shortcut
Archive email	E
Delete email	#
Reply to email	R
Reply all	A
Forward email	F
Mark as spam	!
Toggle star	S
Mute conversation	M

Labels & Status

Action	Shortcut
Mark as read	Shift + I
Mark as unread	Shift + U
Mark as important	+ or =
Mark not important	-
Open label menu	L
Open move to menu	V
Snooze email	B
Add to Tasks	Shift + T

Navigation

Action	Shortcut
Newer conversation	K
Older conversation	J
Open conversation	O or Enter
Back to thread list	U
Go to next page	G + N
Go to previous page	G + P
Next inbox section	`
Previous inbox section	~

Quick Jump

Action	Shortcut
Go to Inbox	G + I
Go to Starred	G + S
Go to Snoozed	G + B
Go to Sent	G + T
Go to Drafts	G + D
Go to All Mail	G + A
Go to Tasks	G + K
Go to label	G + L

Selection & Bulk Actions

Action	Shortcut
Select conversation	X
Select all conversations	* + A
Deselect all	* + N
Select read conversations	* + R
Select unread conversations	* + U
Select starred	* + S
Select unstarred	* + T

General Actions

Action	Shortcut
Search mail	/
Search chat contacts	Q
Undo last action	Z
Expand conversation	;
Collapse conversation	:
Open more actions menu	.
Show keyboard shortcuts	?

Conversation View

Action	Shortcut
Previous message	P
Next message	N
Reply in new window	Shift + R
Reply all in new window	Shift + A
Forward in new window	Shift + F
Update conversation	Shift + N
Archive & go next	]
Archive & go previous	[

Advanced Formatting

Action	Shortcut
Increase text size	Ctrl + Shift + +
Decrease text size	Ctrl + Shift + -
Indent more	Ctrl +]
Indent less	Ctrl + [
Align left	Ctrl + Shift + L
Align center	Ctrl + Shift + E
Align right	Ctrl + Shift + R
Open spelling suggestions	Ctrl + M

Mac Users: Replace `Ctrl` with `⌘ (Cmd)` in all shortcuts above. Some shortcuts may work differently on Mac keyboards.

Pro Tips: • Most shortcuts require enabling "Keyboard shortcuts" in Gmail Settings first • Press `?` anytime in Gmail to see the complete shortcut reference • Practice with common shortcuts like `E` (Archive), `R` (Reply), and `C` (Compose) to start • Use `J` and `K` to quickly navigate through emails