

Gmail Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from linuru.com

Compose & Reply

Action	Mac	Windows	Linux
Compose new email	C	C	C
Compose in new tab	D	D	D
Reply	R	R	R
Reply all	A	A	A
Forward	F	F	F
Send email	Cmd + Enter	Ctrl + Enter	Ctrl + Enter
Add Cc recipients	Cmd + Shift + C	Ctrl + Shift + C	Ctrl + Shift + C
Add Bcc recipients	Cmd + Shift + B	Ctrl + Shift + B	Ctrl + Shift + B

Navigation

Action	Mac	Windows	Linux
Newer conversation	K	K	K
Older conversation	J	J	J
Open conversation	O	O	O
Return to conversation list	U	U	U
Go to next page	G + N	G + N	G + N
Go to previous page	G + P	G + P	G + P
Go to Inbox	G + I	G + I	G + I
Go to Starred	G + S	G + S	G + S
Go to Sent Mail	G + T	G + T	G + T
Go to Drafts	G + D	G + D	G + D

Thread Actions

Action	Mac	Windows	Linux
Archive	E	E	E
Delete	#	#	#
Mark as read	Shift + I	Shift + I	Shift + I
Mark as unread	Shift + U	Shift + U	Shift + U
Star / unstar	S	S	S

Action	Mac	Windows	Linux
Mute conversation	M	M	M
Report as spam	!	!	!
Undo last action	Z	Z	Z
Select conversation	X	X	X
Mark as important	+	+	+

Formatting

Action	Mac	Windows	Linux
Bold	Cmd + B	Ctrl + B	Ctrl + B
Italic	Cmd + I	Ctrl + I	Ctrl + I
Underline	Cmd + U	Ctrl + U	Ctrl + U
Strikethrough	Alt + Shift + 5	Alt + Shift + 5	Alt + Shift + 5
Numbered list	Cmd + Shift + 7	Ctrl + Shift + 7	Ctrl + Shift + 7
Bulleted list	Cmd + Shift + 8	Ctrl + Shift + 8	Ctrl + Shift + 8
Insert link	Cmd + K	Ctrl + K	Ctrl + K
Remove formatting	Cmd + \	Ctrl + \	Ctrl + \

Labels & Organization

Action	Mac	Windows	Linux
Apply label	L	L	L
Move to label	V	V	V
Go to All Mail	G + A	G + A	G + A
Go to Contacts	G + C	G + C	G + C
Go to label	G + L	G + L	G + L
Snooze	B	B	B
Add conversation to Tasks	Shift + T	Shift + T	Shift + T
Mark as not important	-	-	-

Search

Action	Mac	Windows	Linux
Open search	/	/	/
Search mail	G + K	G + K	G + K
Open keyboard shortcut help	Shift + ?	Shift + ?	Shift + ?

Action	Mac	Windows	Linux
Select all conversations	* + A	* + A	* + A
Deselect all conversations	* + N	* + N	* + N
Select read conversations	* + R	* + R	* + R
Select unread conversations	* + U	* + U	* + U
Select starred conversations	* + S	* + S	* + S

Settings & Views

Action	Mac	Windows	Linux
Open Settings	G + E	G + E	G + E
Switch to compact density	Cmd + Shift + .	Ctrl + Shift + .	Ctrl + Shift + .
Expand conversation	;	;	;
Collapse conversation	:	:	:
Move focus to toolbar	,	,	,
Open right-side panel	Cmd + .	Ctrl + .	Ctrl + .
Navigate to next section	`	`	`
Navigate to previous section	~	~	~