



Compose and Chat Shortcuts

Basic Actions

Ctrl + Enter	Send email
Ctrl + Shift + C	Add CC recipients
Ctrl + Shift + B	Add BCC recipients
Ctrl + Shift + F	Access custom from
Ctrl + K	Insert a link
Cmd + ; (Mac only)	Go to next misspelled word
Ctrl + M	Open spelling suggestions

Navigation in Conversations

P	Previous message in an open conversation
N	Next message in an open conversation
Shift + Esc	Focus main window
Esc	Focus latest chat or compose
Ctrl + .	Advance to the next chat or compose
Ctrl + ,	Advance to the previous chat or compose

Formatting Text Shortcuts

Text Styles

Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline

Font Adjustments

Ctrl + Shift + 5	Previous font
Ctrl + Shift + 6	Next font
Ctrl + Shift + -	Decrease font size
Ctrl + Shift + +	Increase font size

Paragraph Formatting

Ctrl + Shift + 7	Numbered list
Ctrl + Shift + 8	Bulleted list
Ctrl + Shift + 9	Quote
Ctrl + [	Indent less
Ctrl +]	Indent more
Ctrl + Shift + L	Align left
Ctrl + Shift + E	Align center
Ctrl + Shift + R	Align right
Ctrl + \	Remove formatting

Action Shortcuts

Basic Actions

,	Move focus to toolbar
X	Select conversation
S	Toggle star or rotate among superstars
E	Archive
M	Mute conversation
Shift + 1	Report as spam
Shift + 3	Delete

Reply and Forward

R	Reply
Shift + R	Reply in a new window
A	Reply all
Shift + A	Reply all in a new window
F	Forward
Shift + F	Forward in a new window

Conversation Management

Shift + N	Update conversation
] / [	Archive conversation and go to previous or next
Z	Undo last action
Shift + I	Mark as read
Shift + U	Mark as unread
Shift + -	Mark unread from the selected message
=	Mark as important
-	Mark as not important
B	Snooze
;	Expand entire conversation
Shift + ;	Collapse entire conversation
Shift + T	Add conversation to tasks

Navigation and Application Shortcuts

Navigation Shortcuts

G + I	Go to inbox
G + S	Go to starred conversations
G + B	Go to snoozed conversations
G + T	Go to sent messages
S + D	Go to drafts
G + A	Go to all mail
Ctrl + Alt + , / .	Switch between the calendar, keep, and tasks sidebar and your inbox
G + K	Go to tasks
G + L	Go to label

Threadlist Selection

Shift + 8 + A	Select all conversations
Shift + 8 + N	Deselect all conversations
Shift + 8 + R	Select read conversations
Shift + 8 + U	Select unread conversations
Shift + 8 + S	Select starred conversations
Shift + 8 + T	Select unstarred conversations

Basic Navigation

G + N	Go to next page
G + P	Go to previous page
U	Back to threadlist
K	Newer conversation
J	Older conversation
Enter	Open conversation
`	Go to next inbox section
Shift + `	Go to previous inbox section

Application Shortcuts

C	Compose
D	Compose in a new tab
/	Search mail
G	Search chat contacts
.	Open more actions menu
V	Open move to menu
L	Open label as menu
?	Open keyboard shortcut help