



Core Actions & Filters

General Actions

Cmd K	Superhuman command palette
/	Search
Z	Undo
?	Show Shortcuts
X	Select conversation
Shift J/K	Add conversation to selection

Filters

Shift U	Filter: Unread
Shift S	Filter: Starred
Shift I	Filter: Important
Shift R	Filter: No reply

Messages & Conversations

Messages Actions

C	Compose new message
Enter	Reply all to conversation
R	Reply to conversation
F	Forward conversation
Cmd O	Open links and attachments in message
Tab	Cycle through links and dates in message
O	Expand message
Shift O	Expand all messages in conversation

Conversation Actions

E	Mark done (Archive conversation)
Shift E	Mark as not done (Unarchive)
H	Remind me (Snooze conversation)
S	Star conversation
U	Mark conversation as read or unread
Shift 3	Trash conversation
Shift 1	Mark conversation as spam
Shift M	Mute conversation
Cmd U	Unsubscribe from thread

Folder Navigation & Formatting

Go to Folders (Press keys separately)

G I	Go to Inbox or Important
G O	Go to Other inbox
G S	Go to Starred
G D	Go to Drafts
G T	Go to Sent mail
G E	Go to Done (Archived)
G H	Go to Reminders (Snoozed)
G M	Go to Muted
G ;	Go to Snippets
G !	Go to Spam
G #	Go to Trash
G A	Go to All Mail
G L	Go to Label

Text Formatting (within Compose)

Cmd B	Bold
Cmd I	<i>Italics</i>
Cmd U	<u>Underline</u>
Cmd K	Hyperlink
Cmd O	Change font color
Cmd Shift X	Strikethrough
Cmd Shift 7	Numbered list
Cmd Shift 8	Bulleted list
Cmd Shift 9	Quote block
Tab	Indent list item
Shift Tab	Outdent list item
Cmd]	Increase indent
Cmd [	Decrease indent

Labels, Calendar, & Navigation

Label Management

L	Add or remove a label
Y	Remove label
[	Remove label and go to next conversation
]	Remove label and go to previous conversation
Shift Y	Remove all labels
V	Move conversation

Calendar

⌘	Toggle Calendar panel visibility
-	Go to previous day in Calendar
=	Go to next day in Calendar

General Navigation

Up/Down/Left/Right	Superhuman focus navigation
Tab	Move focus to next split panel
Shift Tab	Move focus to previous split panel
Enter	Open selected conversation
J/K	Navigate to next/previous conversation
N/P	Navigate to next/previous message within a conversation
Space	Scroll down in current view
Shift Space	Scroll up in current view
Cmd Up/Down	Jump to the top/bottom of the current view
Esc	Go back or close current panel

Window & Tab Navigation

Window & Tab Management

Cmd N	Open a new window
Cmd T	Open a new tab
Cmd Shift]	Switch to the next tab
Cmd Shift [	Switch to the previous tab
Cmd 1/2/3	Switch to specific tab (1st, 2nd, 3rd)
Cmd W	Close current tab

Account & Display

Ctrl 1/2/3	Switch between linked accounts
Cmd =	Increase font size
Cmd -	Decrease font size
Cmd 0	Reset font size to default
Ctrl /	Copy current page link

Compose Actions

Pop Out Compose Windows

Cmd Shift P	Pop draft in or out
Shift R	Pop out reply into new window
Shift Enter	Pop out reply-all into new window
Shift C	Pop out new message into new window
Shift F	Pop out forward into new window
Cmd /	Pop out a draft and open search
Cmd D	Switch to or from a draft window

Draft Actions

Cmd Shift ,	Discard current draft
Cmd Shift I	Move contacts to BCC
Cmd Shift H	Add a reminder (Snooze draft)
Cmd Shift L	Send later
Cmd ;	Use a snippet

Editing Compose Fields

Cmd Shift O	Edit 'To' field
Cmd Shift C	Edit 'CC' field
Cmd Shift B	Edit 'BCC' field
Cmd Shift F	Edit 'From' field
Cmd Shift S	Edit 'Subject' field
Cmd Shift M	Edit 'Message Body' field
Cmd Shift A	Attach files

Sending Messages

Cmd Enter	Send message
Cmd Shift Enter	Send message and mark conversation as done
Cmd Shift Z	Instant send (Skips 'undo send' delay)