

## Keyboard Shortcuts Gmail

### To turn on shortcuts

- On computer go to Gmail
- Click on "Settings" (top right, cogwheel)
- Click "See all settings"
- Scroll down to the "Keyboard shortcuts" section
- Select "Keyboard shortcuts on"
- Scroll to bottom of page click "Save Changes"

### Universal commands

- C – compose email
- / – search mail
- ? – open keyboard shortcut
- M – mutes conversation
- R – reply
- A – reply all
- F – forward
- S – star email
- E – archive
- X – select conversation
- Enter – open conversation
- Shift + U – mark as unread
- Shift + I – mark as read
- G + I – go to inbox
- G + S – go to starred conversations
- G + T – go to sent messages
- G + D – go to draft messages
- G + N – go to next page
- G + P – go to previous page
- \* + A – select all conversations
- \* + N – deselect all conversations
- ` – go to next inbox section (primary, social, promotions)
- ~ – go to previous inbox section (primary, social, promotions)

### PC Commands

- Control + Enter – send
- Control + Shift + C – add cc recipients
- Control + Shift + B – add bcc recipients

### MAC commands

- Command + Enter – send
- Command + Shift + C – add cc recipients
- Command + Shift + B – add bcc recipients
- Command + – goes to next misspelt word

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