# 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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