

Gmail keyboard shortcut quick reference guide

Here's a handy, printable, 1-page list of keyboard shortcuts for the Gmail webmail service. Commas (",") below denote a key sequence. <shift> works with many actions to open a new window.

Writing and Sending Gmail

Key	Definition	Action
c	Compose	Compose a new email.
r	Reply	Reply to an email.
a	Reply All	Reply to all recipients of an email.
f	Forward	Forward the current email.
<esc>, a	Change to Reply All	Change a reply to a reply all. Also works with "r", "f" to change to a forward or reply to sender only.
<tab>, <enter>	Send Email	Tab to the send button and press it.

Navigating Gmail

Gmail has two sets of navigation keys (one for conversations and one for messages).

Key	Definition	Action
k	Newer Conversation	Move cursor to newer conversation.
j	Older Conversation	Move cursor to older conversation.
p	Previous	Previous message in conversation.
n	Next	Next message in conversation.
o or <enter>	Open	Open a conversation.
	Expand / Collapse	Expand / collapse a message.
u	Return	Return to conversation view from message view.
	Refresh	Refresh conversation view.
g, a	Go to All mail	Go to All mail view. Works also with "s" and "i" to go to Starred or Inbox.
<esc>	Escape Input Field	Removes the cursor from your current input field.

Acting on Email

Key	Definition	Action
y	Archive	Remove from current view. - In Star View, unstars. - In Spam View, unspams and moves to Inbox. - In Trash View, moves to Inbox. - In Label View, unlabels.
/	Search	Move cursor to search box. -
x	Select	Select conversation. Necessary to apply labels, archive, or do other actions.
s	Star	Star the conversation.
!	Report Spam	Mark as spam and move to Spam View.
r	Resume email	Resume writing email in spell checking

Searching Gmail

In addition to normal keyword search, Gmail has some advanced operators that are useful. Use the meta operator "**OR**" (all caps) to force Boolean "or" between terms (Gmail uses AND by default).

Operator	Description
from:	Limit emails to ones matching the sender. Also works with "to:", "subject:", "cc:" and "bcc:" fields
has:	Search for emails with attachment, in "has:attachment" Unclear whether this works for other values.
after:	Limit emails to date range of yyyy/mm/dd format. Also works with "before:" operator
in:	Limit email to particular views. Possible values are "in:anywhere", "in:inbox", "in:trash", "in:spam".
is:	Limit emails with some status. Possible values are "is:starred", "is:read", "is:unread".
filename:	Search for attachment by filename.
label:	Search messages restricted to those with a particular label.

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Addressing Gmail

- Gmail supports plus addressing.
johndoe+shopping@gmail.com will be received by user johndoe. Useful with filters to create multiple identities or roles.
- Gmail removes punctuation in gmail addresses.
Mail directed at johndoe@gmail.com can be received by user john.doe. As with all email, it's also case insensitive.
- Gmail doesn't (yet) support mailing lists, but you there are workarounds.
<http://www.gmailforums.com/index.php?showtopic=1930>
<http://www.gmailforums.com/index.php?showtopic=887>

Other useful sites and disclaimer

I've drawn on several different sites to compile the information in this quick reference guide. You should check out these and other sites as this document gets outdated. There are many others that have useful information about accessibility, privacy and portability, but they are not the focus of this guide.

- gmailtips.com
- gmailforum.com
- gmailgems.blogspot.com
- www.lasnik.net/professional/details/google/
- g04.com/html/modules.php?name=News&file=article&sid=71
- www.googlemania.com/gmail-manual-buscador.php

Origin

Originally, I printed out the keyboard shortcuts from the Gmail help but it consumed more than a single page and missed out on some additional commands found on other websites.

If you have any additions, please let me know. Thanks!

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