



Gmail Cheatsheet / Jim Callender - www.jayonline.co.uk

Shortcut Key	Definition	Action
c	Compose	Allows you to compose a new message. <Shift> + c allows you to compose a message in a new window.
/	Search	Puts your cursor in the search box.
k	Move to newer conversation	Opens or moves your cursor to a more recent conversation. You can press <Enter> to expand a conversation.
j	Move to older conversation	Opens or moves your cursor to the next oldest conversation. You can press <Enter> to expand a conversation.
n	Next message	Moves your cursor to the next message. You can press <Enter> to expand or collapse a message. (Only applicable in 'Conversation View'.)
p	Previous message	Moves your cursor to the previous message. You can press <Enter> to expand or collapse a message. (Only applicable in 'Conversation View'.)
o or <Enter>	Open	Opens your conversation. Also expands or collapses a message if you are in 'Conversation View'.
u	Return to conversation list	Refreshes your page and returns you to the inbox or list of conversations.
y	Archive* Remove from current view	Automatically removes the message or conversation from your current view. <ul style="list-style-type: none"> From 'Inbox', 'y' means Archive From 'Starred', 'y' means Unstar From any label, 'y' means Remove the label * 'y' has no effect if you are in 'Spam', 'Sent' or 'All Mail'.
x	Select conversation	Automatically checks and selects a conversation so that you can archive, apply a label or choose an action from the drop-down menu to apply to that conversation.
s	Star a message or conversation	Adds or removes a star to a message or conversation. Stars allow you to give a special status to a message or conversation.
!	Report spam	Marks a message as spam and removes it from your conversation list.
r	Reply	Reply to the message sender. <Shift> + r allows you to reply to a message in a new window. (Only applicable in 'Conversation View'.)
a	Reply all	Reply to all message recipients. <Shift> + a allows you to reply to all message recipients in a new window. (Only applicable in 'Conversation View'.)
f	Forward	Forward a message. <Shift> + f allows you to forward a message in a new window. (Only applicable in 'Conversation View'.)
<Esc>	Escape from input field	Removes the cursor from your current input field.

Combo-keys - Use the following combinations of keys to navigate through Google Mail.

Shortcut Key	Definition	Action
<tab> then <Enter>	Send message	After composing your message, use this combination to send it automatically. (Supported only in Internet Explorer.)
y then o	Archive and next	Archive your conversation and move to the next one.
g then a	Go to 'All Mail'	Takes you to 'All Mail', the storage site for all mail you have ever sent or received (and have not deleted).
g then s	Go to 'Starred'	Takes you to all conversations that you have starred.
g then c	Go to 'Contacts'	Takes you to your Contacts list.
g then d	Go to 'Drafts'	Takes you to all drafts you have saved.
g then i	Go to 'Inbox'	Returns you to the inbox.