


Turn on keyboard shortcuts

Some keyboard shortcuts only work if you've turned them on.

Note: Keyboard shortcuts aren't supported on all keyboards.

1. Open [Gmail](#).
2. In the top right, click Settings .
3. Click **Settings**.
4. Scroll down to the "Keyboard shortcuts" section.
5. Select **Keyboard shortcuts on**.
6. At the bottom of the page, click **Save Changes**.

Compose & chat

Action	Shortcut
Previous message in an open conversation	p
Next message in an open conversation	n
Focus main window	Shift + Esc
Focus latest chat or compose	Esc
Advance to the next chat or compose	Ctrl + .
Advance to previous chat or compose	Ctrl + ,
Send	⌘/Ctrl + Enter
Add cc recipients	⌘/Ctrl + Shift + c
Add bcc recipients	⌘/Ctrl + Shift + b
Access custom from	⌘/Ctrl + Shift + f
Insert a link	⌘/Ctrl + k
Go to next misspelled word (Mac only)	⌘ + ;
Open spelling suggestions	⌘/Ctrl + m

Note: Keyboard shortcuts work differently on PC and Mac computers. On PCs, you'll use **Ctrl** instead of **⌘**.

Formatting text

Action	Shortcut
Previous font	⌘/Ctrl + Shift + 5
Next font	⌘/Ctrl + Shift + 6
Decrease text size	⌘/Ctrl + Shift + -
Increase text size	⌘/Ctrl + Shift and +
Bold	⌘/Ctrl + b
Italics	⌘/Ctrl + i
Underline	⌘/Ctrl + u
Numbered list	⌘/Ctrl + Shift + 7
Bulleted list	⌘/Ctrl + Shift + 8
Quote	⌘/Ctrl + Shift + 9
Indent less	⌘/Ctrl + [
Indent more	⌘/Ctrl +]
Align left	⌘/Ctrl + Shift + l
Align center	⌘/Ctrl + Shift + e
Align right	⌘/Ctrl + Shift + r
Remove formatting	⌘/Ctrl + \

Actions

Note: These shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Move focus to toolbar	,
Select conversation	x
Toggle star/rotate among superstars	s
Archive	e
Mute conversation	m
Report as spam	!
Delete	#
Reply	r
Reply in a new window	Shift + r
Reply all	a
Reply all in a new window	Shift + a
Forward	f
Forward in a new window	Shift + f
Update conversation	Shift + n
Archive conversation and go previous/next] or [
Undo last action	z
Mark as read	Shift + i
Mark as unread	Shift + u
Mark unread from the selected message	_
Mark as important	+ or =
Mark as not important	-
Expand entire conversation	;
Collapse entire conversation	:
Add conversation to Tasks	Shift + t

Hangouts

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Show menu	h + m
Show archived hangouts	h + a
Show Hangout requests	h + i
Focus on the conversation list	h + c
Open phone	g + p or h + p

Jumping

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Go to Inbox	g + i
Go to Starred conversations	g + s
Go to Sent messages	g + t
Go to Drafts	g + d
Go to All mail	g + a
Go to Contacts	g + c
Go to Tasks	g + k
Go to label	g + l

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Threadlist selection

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Select all conversations	* + a
Deselect all conversations	* + n
Select read conversations	* + r
Select unread conversations	* + u
Select starred conversations	* + s
Select unstarred conversations	* + t

Navigation

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Back to threadlist	u
New conversation	k
Older conversation	j
Open conversation	o or Enter
Go to next Inbox section	`
Go to previous Inbox section	~

Application

Note: These keyboard shortcuts won't work unless keyboard shortcuts are turned on.

Action	Shortcut
Compose	c
Compose in a new tab	d
Search mail	/
Search chat contacts	g
Open "more actions" menu	.
Open "move to" menu	v
Open "label as" menu	l
Open keyboard shortcut help	?

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