



Gmail's Keyboard Shortcuts

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 hit Enter to expand a conversation.
j	Move to older conversation	Opens or moves your cursor to the next oldest conversation. You can hit Enter to expand a conversation.
n	Next message	Moves your cursor to the next message. You can hit Enter to expand or collapse a message. (Applicable only in Conversation View.)
p	Previous message	Moves your cursor to the previous message. You can hit Enter to expand or collapse a message. (Applicable only in Conversation View.)
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. From Inbox, y means Archive. From Starred, y means Unstar. From Spam, y means Unmark as spam and move to Inbox. From Trash, y means move to Inbox. From any label, y means Remove the label. Pressing y has no effect if you're in Sent or All Mail.
x	Select conversation	Checks and selects a conversation so 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 a star to or removes a star from a message or conversation. Stars allow you to give a message or conversation a special status.
!	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. (Applicable only in Conversation View.)
a	Reply all	Reply to all message recipients. Shift+a allows you to reply to all message recipients in a new windows. (Applicable only in Conversation View.)
f	Forward	Forward a message. Shift+f allows you to forward a message in a new window. (Applicable only in Conversation View.)
esc	Escape from input field	Removes the cursor from your current input field

Combinationkeys Shortcuts

Key combination	Definition	Action
Tab then Enter	Send message	After composing your message, use this combination to automatically send it. (Supported in Internet Explorer only.)
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 place for all the mail you've ever sent or received, but haven't deleted.
g then s	Go to Starred	Takes you to all of the conversations that you've starred.
g then c	Go to Contacts	Takes you to your Contacts list.
g then d	Go to Drafts	Takes you to all the drafts that you've saved.
g then i	Go to Inbox	Takes you back to the Inbox.

