

Gmail Cheat Sheet

by **KosciaK** (<http://kosciak.blox.pl/>)

Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
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~	! report spam	@	# delete	\$	%	^	&	* → ? select ...	()	-	+	BackSpace
`	1	2	3	4	5	6	7	8	9	0	-	=	
Tab → Enter Send message	Q chat search q	W w	E archive e	R * → read r	T create task g → sent * → unstarred t	Y archive unstar to inbox remove label y	U mark as unread * → unread u	I mark as read g → inbox i	O open expand collapse o	P previous message p	{ archive and previous [} archive and next]	\
CapsLock	A g → all mail * → all a reply all	S+Ctrl save draft g → starred * → starred s star	D g → drafts d	F forward f	G go to ... g → ?	H h	J newer conversation j	K older conversation k	L g → label l label	:	"	:	Enter open conversation expand /collapse message
Shift	Z z undo	X x select deselect	C compose new window g → contacts C compose	V v move to	B g → Buzz b	N update conversation * → none next n message	M m mute	<	>	? show help / search	?	Shift	
Ctrl		Alt	Space					Alt					Ctrl

Gmail keyboard shortcuts:

Actions on conversations / messages

Navigation

Composing message

Application

Go to view (g → ?) **Select (* → ?)**