

Shortcut Key	Definition	Action
<b>c</b>	Compose	Allows you to compose a new message. <b>&lt;Shift&gt; + c</b> allows you to compose a message in a new window.
<b>/</b>	Search	Puts your cursor in the search box.
<b>k</b>	Move to newer conversation	Opens or moves your cursor to a more recent conversation. You can hit <b>&lt;Enter&gt;</b> to expand a conversation.
<b>j</b>	Move to older conversation	Opens or moves your cursor to the next oldest conversation. You can hit <b>&lt;Enter&gt;</b> to expand a conversation.
<b>n</b>	Next message	Moves your cursor to the next message. You can hit <b>&lt;Enter&gt;</b> to expand or collapse a message. (Only applicable in 'Conversation View.')
<b>p</b>	Previous message	Moves your cursor to the previous message. You can hit <b>&lt;Enter&gt;</b> to expand or collapse a message. (Only applicable in 'Conversation View.')
<b>o</b> or <b>&lt;Enter&gt;</b>	Open	Opens your conversation. Also expands or collapses a message if you are in 'Conversation View.'
<b>u</b>	Return to conversation list	Refreshes your page and returns you to the inbox, or list of conversations.
<b>e</b>	Archive	Archive your conversation from any view.
<b>m</b>	Mute	Archives the conversation, and all future messages skip the Inbox unless sent or cc'd directly to you. <a href="#">Learn more.</a>
<b>x</b>	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.
<b>s</b>	Star a message or conversation	Adds or removes a star to a message or conversation. Stars allow you to give a message or conversation a special status.
<b>+</b>	Mark as important	Helps Gmail learn what's important to you by marking misclassified messages. (Specific to Priority Inbox)
<b>-</b>	Mark as unimportant	Helps Gmail learn what's not important to you by marking misclassified messages. (Specific to Priority Inbox)
<b>!</b>	Report spam	Marks a message as spam and removes it from your conversation list.
<b>r</b>	Reply	Replies to the message sender. <b>&lt;Shift&gt; + r</b> allows you to reply to a message in a new window. (Only applicable in 'Conversation View.')
<b>a</b>	Reply all	Replies to all message recipients. <b>&lt;Shift&gt; + a</b> allows you to reply to all message recipients in a new window. (Only applicable in 'Conversation View.')
<b>f</b>	Forward	Forwards a message. <b>&lt;Shift&gt; + f</b> allows you to forward a message in a new window. (Only applicable in 'Conversation View.')
<b>&lt;Esc&gt;</b>	Escape from input field	Removes the cursor from your current input field.
<b>&lt;Ctrl&gt; + s</b>	Save draft	Saves the current text as a <a href="#">draft</a> when composing a message. Hold the <b>&lt;Ctrl&gt;</b> key while pressing <b>s</b> and make sure your cursor is in one of the text fields -- either the composition pane, or any of the To, CC, BCC, or Subject fields -- when using this shortcut.
<b>#</b>	Delete	Moves the conversation to Trash.
<b>l</b>	Label	Opens the Labels menu to label a conversation.
<b>v</b>	Move to	Moves the conversation from the inbox to a different label, Spam or Trash.
<b>&lt;Shift&gt; + i</b>	Mark as read	Marks your message as 'read' and skip to the next message.
<b>&lt;Shift&gt; + u</b>	Mark as unread	Marks your message as 'unread' so you can go back to it later.
<b>[</b>	Archive and previous	Removes the current view's label from your conversation and moves to the previous one.
<b>]</b>	Archive and next	Removes the current view's label from your conversation and moves to the next one.
<b>z</b>	Undo	Undoes your previous action, if possible (works for actions with an 'undo' link).
<b>&lt;Shift&gt; + n</b>	Update current conversation	Updates your current conversation when there are new messages.

<b>q</b>	Move cursor to chat search	Moves your cursor directly to the chat search box.
<b>y</b>	Remove from Current View*	Automatically removes the message or conversation from your current view. <ul style="list-style-type: none"> <li>From 'Inbox,' 'y' means <b>Archive</b></li> <li>From 'Starred,' 'y' means <b>Unstar</b></li> <li>From 'Trash,' 'y' means <b>Move to inbox</b></li> <li>From any label, 'y' means <b>Remove the label</b></li> </ul> <p>* 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.'</p>
<b>.</b>	Show more actions	Displays the 'More Actions' drop-down menu.
<b>&lt;Ctrl&gt; + &lt;Down arrow&gt;</b>	Opens options in Chat	<ul style="list-style-type: none"> <li>&lt;Ctrl&gt; + &lt;Down arrow&gt; moves from edit field in your chat window to select the 'Video and more' menu</li> <li>Next, press &lt;Tab&gt; to select the emoticon menu</li> <li>Press &lt;Enter&gt; to open the selected menu</li> </ul>
<b>?</b>	Show keyboard shortcuts help	Displays the keyboard shortcuts help menu within any page you're on. (Note: Typing ? will display the help menu even if you don't have keyboard shortcuts enabled)
<b>k</b>	Move up a contact	Moves your cursor up in your contact list
<b>j</b>	Move down a contact	Moves your cursor down in your contact list
<b>o or &lt;Enter&gt;</b>	Open	Opens the contact with the cursor next to it.
<b>u</b>	Return to contact list view	Refreshes your page and returns you to the contact list.
<b>e</b>	Remove from Current Group	Removes selected contacts from the group currently being displayed.
<b>x</b>	Select contact	Checks and selects a contact so that you can change group membership or choose an action from the drop-down menu to apply to the contact.
<b>&lt;Esc&gt;</b>	Escape from input field	Removes the cursor from the current input
<b>#</b>	<b>Delete</b>	Deletes a contact permanently
<b>l</b>	Group membership	Opens the groups button to group contacts
<b>z</b>	Undo	Reverses your previous action, if possible (works for actions with an 'undo' link)
<b>.</b>	Show more actions	Opens the "More actions" drop-down menu.

**Combo-keys** - Use the following combinations of keys to navigate through Gmail.

Shortcut Key	Definition	Action
<b>&lt;Tab&gt; then &lt;Enter&gt;</b>	Send message	After composing your message, use this combination to send it automatically. (Supported in Internet Explorer and Firefox, on Windows.)
<b>y then o</b>	Archive and next	Archives your conversation and moves to the next one.
<b>g then a</b>	Go to 'All Mail'	Takes you to 'All Mail,' the storage site for all mail you've ever sent or received (and have not deleted).
<b>g then s</b>	Go to 'Starred'	Takes you to all conversations you have starred.
<b>g then c</b>	Go to 'Contacts'	Takes you to your Contacts list.
<b>g then d</b>	Go to 'Drafts'	Takes you to all drafts you have saved.
<b>g then l</b>	Go to 'Label'	Takes you to the search box with the "label:" operator filled in for you.
<b>g then i</b>	Go to 'Inbox'	Returns you to the inbox.
<b>g then t</b>	Go to 'Sent Mail'	Takes you to all mail you've sent.
<b>* then a</b>	Select all	Selects all mail.
<b>* then n</b>	Select none	Deselects all mail.
<b>* then r</b>	Select read	Selects all mail you've read.
<b>* then u</b>	Select unread	Selects all unread mail.
<b>* then s</b>	Select starred	Selects all starred mail.
<b>* then t</b>	Select unstarred	