

Gmail Keyboard Shortcuts

To turn these case-sensitive shortcuts on or off, click **Settings**, and then pick an option next to **Keyboard shortcuts**.

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 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. (Only applicable in 'Conversation View'.)
p	Previous message	Moves your cursor to the previous message. You can hit <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. - From Inbox, y means Archive - From Starred, y means Unstar - From any label, y means Remove the label - y has no effect if you're in Spam, Sent, or All Mail.
x	Select conversation	Automatically 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.
!	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.
<Ctrl> + s	Save draft	Save the current text as a draft. Cursor must be in the composition, To, CC, BCC, or Subject fields when using this shortcut. Mac users use <Cmd> + s .
<tab> then <Enter>	Send message	After composing your message, use this combination to send it automatically. (Supported in Internet Explorer and Firefox, on Windows.)
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've ever sent or received (and have not deleted).
g then s	Go to 'Starred'	Takes you to all conversations 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.

Please visit our Help Center at <http://mail.google.com/support> for more information about Gmail.