

Gmail Shortcuts - printable cheatsheet

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.
e	Archive	Archive your conversation from any view.
m	Mute	Archives the conversation, and all future messages skip the Inbox unless sent or cc'd directly to you. Learn more.
x	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.
s	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.
+	Mark as important	Helps Gmail learn what's important to you by marking misclassified messages. (Specific to Priority Inbox)
-	Mark as unimportant	Helps Gmail learn what's not important to you by marking misclassified messages. (Specific to Priority Inbox)
!	Report spam	Marks a message as spam and removes it from your conversation list.
r	Reply	Replies 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	Replies 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	Forwards 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	Saves the current text as a draft when composing a message. Hold the <Ctrl> key while pressing s 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.
#	Delete	Moves the conversation to Trash.
l	Label	Opens the Labels menu to label a conversation.
v	Move to	Moves the conversation from the inbox to a different label, Spam or Trash.
<Shift> + i	Mark as read	Marks your message as 'read' and skip to the next message.
<Shift> + u	Mark as unread	Marks your message as 'unread' so you can go back to it later.
[Archive and previous	Archives your conversation and moves to the previous one.
]	Archive and next	Archives your conversation and moves to the next one.
z	Undo	Undoes your previous action, if possible (works for actions with an 'undo' link).
<Shift> + n	Update current conversation	Updates your current conversation when there are new messages.
q	Move cursor to chat search	Moves your cursor directly to the chat search box.
y	Remove from Current View*	Automatically removes the message or conversation from your current view. <ul style="list-style-type: none"> From 'Inbox,' 'y' means Archive From 'Starred,' 'y' means Unstar From 'Trash,' 'y' means Move to inbox From any label, 'y' means Remove the label * 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.'
.	Show more actions	Displays the 'More Actions' drop-down menu.
<Ctrl> + <Down arrow>	Opens options in Chat	<ul style="list-style-type: none"> <Ctrl> + <Down arrow> moves from edit field in your chat window to select the 'Video and more' menu Next, press <Tab> to select the emotion menu Press <Enter> to open the selected menu
?	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)
k	Move up a contact	Moves your cursor up in your contact list
j	Move down a contact	Moves your cursor down in your contact list
o or <Enter>	Open	Opens the contact with the cursor next to it.
u	Return to contact list view	Refreshes your page and returns you to the contact list.
E	Remove from Current Group	Removes selected contacts from the group currently being displayed.
X	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.
<Esc>	Escape from input field	Removes the cursor from the current input
#	Delete	Deletes a contact permanently
L	Group membership	Opens the groups button to group contacts
Z	Undo	Reverses your previous action, if possible (works for actions with an 'undo' link)
.	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
<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	Archives your conversation and moves 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 l	Go to 'Label'	Takes you to the search box with the "label:" operator filled in for you.
g then i	Go to 'Inbox'	Returns you to the inbox.
g then t	Go to 'Sent Mail'	Takes you to all mail you've sent.
* then a	Select all	Selects all mail.
* then n	Select none	Deselects all mail.
* then r	Select read	Selects all mail you've read.
* then u	Select unread	Selects all unread mail.
* then s	Select starred	Selects all starred mail.
* then t	Select unstarred	Selects all unstarred mail.

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