

## 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
<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>y</b>	Archive* Remove from current view	Automatically removes the message or conversation from your current view. <ul style="list-style-type: none"> <li>- From Inbox, <b>y</b> means <b>Archive</b></li> <li>- From Starred, <b>y</b> means <b>Unstar</b></li> <li>- From any label, <b>y</b> means <b>Remove the label</b></li> <li>- <b>y</b> has no effect if you're in Spam, Sent, or All Mail.</li> </ul>
<b>x</b>	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.
<b>s</b>	Star a message or conversation	Adds or removes a star to a message or conversation.
<b>!</b>	Report spam	Marks a message as spam and removes it from your conversation list.
<b>r</b>	Reply	Reply 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	Reply 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	Forward 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	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 <b>&lt;Cmd&gt; + s</b> .
<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	Archive your conversation and move to the next one.
<b>g then a</b>	Go to 'All Mail'	Takes you to <b>All Mail</b> , 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 i</b>	Go to 'Inbox'	Returns you to the inbox.

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