

Gmail Tip #51: Keyboard Shortcuts

Gmailâ??s User Interface is quite usable, but sometimes a mouse just seems to get in the way of efficiency. The Gmail developers have included lots of nice keyboard shortcuts that can really make using Gmail quicker and easier. Read on for a detailed list of Gmailâ??s keyboard shortcutsâ?¦.

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Gmail offers *many* keyboard shortcuts. To enable keyboard shortcuts, click on the Settings link at the top right of the screen, and click on the "General" tab. Look for the "Keyboard Shortcuts" entry and click on the "Keyboard shortcuts on" radio button.

Below is a table showing the current list as of 25-Jan-2006. Try â??em out!

(For the most recent version, click here.)

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 â??Conversation View.â??)
p	Previous message	Moves your cursor to the previous message. You can hit **<Enter>** to expand or collapse a message. (Only applicable in â??Conversation View.â??)
o or <Enter>	Open	Opens your conversation. Also expands or collapses a message if you are in â??Conversation View.â??
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 â??Inbox,â?? â??yâ?? means **Archive** • From â??Starred,â?? â??yâ?? means **Unstar** • From any label, â??yâ?? means **Remove the label** * â??yâ?? has no effect if youâ??re in â??Spam,â?? â??Sent,â?? or â??All Mail.â??
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.
!	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 â??Conversation View.â??)
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 â??Conversation View.â??)
f	Forward	Forward a message. <**Shift**> + **f** allows you to forward a message in a new window. (Only applicable in â??Conversation View.â??)
<Esc>	Escape from input field	Removes the cursor from your current input field.

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Combo-keys â?? 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	Archive your conversation and move to the next one.
g then a	Go to â??All Mailâ??	Takes you to â??All Mail,â?? the storage site for all mail youâ??ve ever sent or received (and have not deleted).
g then s	Go to â??Starredâ??	Takes you to all conversations you have starred.
g then c	Go to â??Contactsâ??	Takes you to your Contacts list.
g then d	Go to â??Draftsâ??	Takes you to all drafts you have saved.
g then i	Go to â??Inboxâ??	Returns you to the inbox.

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