# Keyboard Shortcuts for Google Mail

## Turn Shortcuts On

1. Click the gear symbol in the top-right corner of Gmail and select "Settings"
2. Under the "General" tab, scroll down to find the "Keyboard shortcuts" section and turn "Keyboard shortcuts" on
3. Click "Save Settings" at the bottom of the page
4. Go back to Settings, click on the "Labs" tab, find "Custom Keyboard Shortcuts" (by Alan S) and click "Enable"
5. Click "Save Changes" at the bottom of the page

## Inbox View

| | |
|---|---|
| **Select a continuous series of messages (Shift)** | • To select a continuous series of emails, check the box for an email, hold Shift, then select the last email in the series |
| **Select a random series of messages (Command)** | • To select a random number of emails, check the box for an email, hold Command, then choose the designated emails |
| **Select all unread messages (Shift + 8 + "u")** | • Hold Shift and "8", then press "u" to select all unread messages<br>• Use this in combination with the next shortcut (archive) to quickly archive messages you don't need open ed |
| **Archive selected messages ("e")** | • After the boxes are selected for the messages you want to archive (using one of the above three methods), click "e" to archive them<br>• This helps quickly reach inbox zero by archiving messages that aren't important |
| **Mark selected messages as important (=)** | • When you have numerous important messages selected, press "=" to mark them all as important |
| **Compose ("c")** | • To quickly compose a message from the inbox view, press "c" to do this |
| **Search for messages (/)** | • Press "/" to quickly put your cursor in the search tab |

Be Well at Work
Faculty/Staff Health Programs

# Conversation View

| | |
|---|---|
| **Reply ("r")** | • When reading a mesage, press "r" to quickly respond to it |
| **Reply all ("a")** | • If you need to reply to more than one person, press "a" to "reply all" in a message thread |
| **Forward ("f")** | • Pressing "f" will forward the current mesage to someone |
| **Mark current messages as unread (shift + "u")** | • If you need to respond to a message, but don't have time, hold Shift and press "u" to mark it as unread and come back to it later |
| **Archive selected messaged ("e")** | • If you are reading a message that's important and you need to reference it later, mark it as important by pressing "="<br>• Yes, it is the same shortcut for marking as important in inbox view |
| **Jump to newer email ("k")** | • To jump to next email, press "k" |
| **Jump to previous email ("j")** | • To jump to the previous email, press "j" |
| **Jump to previous message in an email thread ("p")** | • When you need to return to the previous conversation in a lengthy email thread, press "p" to go backwards |
| **Mute the never-ending-and-not-important thread ("m")** | • When you are stuck in a lengthy thread that's irrelevant, press "m" to mute the thread<br>• Thus, any new replies that come to this thread are automatically archived |
| **Jump back to inbox view ("u")** | • When you need to jump back to the Inbox View from Conversation View, just press "u" |

# Compose View

| | |
|---|---|
| **Insert link (Control + "k")** | • When you need to insert a link, hold Control, then press "k" |
| **Insert numbered list (Control + Shift + "7")** | • To insert a numbered list, hold Control and Shift, then press "7" |
| **Insert bullet points (Control + Shift + "8")** | • To insert a bullet point, hold Control and Shift, then press "8" |
| **Bold/Italicize/Underline** | • To bold: hold Control, then press "b"<br>• To italicize: hold Control, then press "i"<br>• To underline: hold Control, then press "u" |
| **Switch between send name, subect line, and body of email (Tab)** | • Press Tab to quickly switch between recipient, subject line, and body of email when composing an email |
| **Send email (Control + Enter)** | • Hold control and press Enter to send an email |