CHEAT SHEET

Gmail shortcuts and tricks: 50 shortcuts plus 7 settings worth changing

APPLIO BLOG
THEAPPLIO.ORG/BLOG/GMAIL-SHORTCUTS-AND-TRICKS/

WRITE AND SEND

Ctrl + Enter	Send the message
Ctrl + Shift + C	Add Cc recipients
Ctrl + Shift + B	Add Bcc recipients
Ctrl + Shift + F	Change the From address, if you have more than one
Ctrl + K	Insert a link
Ctrl + M	Open spelling suggestions
Esc	Move to the latest open draft or chat
Shift + Esc	Move back to the main Gmail window

FORMAT TEXT IN A MESSAGE

Ctrl + B / I / U	Bold, italic, underline
Ctrl + Shift + 7	Numbered list
Ctrl + Shift + 8	Bulleted list
Ctrl + Shift + 9	Quote
Ctrl +] / [	Indent more or less
Ctrl + Shift + + / -	Increase or decrease text size
Ctrl + \	Remove formatting

ACT ON CONVERSATIONS

e	Archive
#	Delete (move to Bin)
!	Report as spam
r / Shift + r	Reply, or reply in a new window
a / Shift + a	Reply all, or reply all in a new window
f / Shift + f	Forward, or forward in a new window
s	Star or unstar
Shift + i	Mark as read
Shift + u	Mark as unread
+ / -	Mark as important or not important
m	Mute the conversation
b	Snooze
l	Open the Label as menu
v	Open the Move to menu
Shift + t	Add the conversation to Google Tasks
[/]	Archive and go straight to the previous or next conversation
z	Undo the last action

MOVE AROUND

j / k	Move to the older or newer conversation
o or Enter	Open the selected conversation
u	Go back to the inbox or list
n / p	Next or previous message inside an open conversation
; / :	Expand or collapse every message in the conversation
g then i	Go to the inbox
g then s	Go to Starred
g then t	Go to Sent
g then d	Go to Drafts
g then a	Go to All Mail
g then l	Go to a label by typing its name
/	Search mail
c	Compose
d	Compose in a new tab
?	Show the full list of shortcuts

SELECT SEVERAL CONVERSATIONS

x	Select the highlighted conversation
* then a	Select all conversations on the page
* then n	Deselect all
* then u	Select unread conversations
* then r	Select read conversations

SEARCH OPERATORS THAT FIND ANY EMAIL	
`from:amy@example.com`	Mail from that sender (a name or part of the address also works)
`to:john@example.com`	Mail sent to that address
`subject:invoice`	Messages with the word in the subject line
`"quarterly report"`	That exact phrase
`from:amy OR from:david`	Mail from either sender
`dinner -movie`	Messages with the first word but not the second
`has:attachment`	Any message with an attachment
`filename:pdf`	Attachments of a type or with a name
`larger:10M`	Messages bigger than 10 MB
`older_than:1y`	Older than a year (also `d` for days and `m` for months)
`after:2026/01/01 before:2026/04/01`	Messages between two dates
`is:unread`	Unread messages
`label:clients`	Messages with a label
`in:anywhere`	Includes Spam and Bin in the search
`category:promotions`	Messages in an inbox tab