You can enable keyboard shortcuts to help you navigate in and around your Google account. To enable shorts, go to the Settings (the gear icon in the upper right corner). From there, in the General settings area, scroll down until you see Keyboard shortcuts and enable the setting.

Here are just some of the keyboard shorts available when the setting is turned on:

NOTE: The **⌘** key is Mac specific. When using a PC, use the **Ctrl** key instead.

## Compose & chat

|  |  |
| --- | --- |
| **Action** | **Shortcut** |
| Previous message in an open conversation | **p** |
| Next message in an open conversation | **n** |
| Focus main window | **Shift** + **Esc** |
| Focus latest chat or compose | **Esc** |
| Advance to the next chat or compose | **Ctrl** + **.** |
| Advance to previous chat or compose | **Ctrl** + **,** |
| Send | **⌘**/**Ctrl** + **Enter** |
| Add cc recipients | **⌘**/**Ctrl** + **Shift + c** |
| Add bcc recipients | **⌘**/**Ctrl** + **Shift + b** |
| Access custom from | **⌘**/**Ctrl** + **Shift + f** |
| Insert a link | **⌘**/**Ctrl** + **k** |
| Go to next misspelled word (Mac only) | **⌘** + **;** |
| Open spelling suggestions | **⌘**/**Ctrl** + **m** |

## Formatting text

|  |  |
| --- | --- |
| **Action** | **Shortcut** |
| Previous font | **⌘**/**Ctrl** + **Shift + 5** |
| Next font | **⌘**/**Ctrl** + **Shift + 6** |
| Decrease text size | **⌘**/**Ctrl** + **Shift + -** |
| Increase text size | **⌘**/**Ctrl** + **Shift and +** |
| Bold | **⌘**/**Ctrl** + **b** |
| Italics | **⌘**/**Ctrl** + **i** |
| Underline | **⌘**/**Ctrl** + **u** |
| Numbered list | **⌘**/**Ctrl** + **Shift** + **7** |
| Bulleted list | **⌘**/**Ctrl** + **Shift** + **8** |
| Quote | **⌘**/**Ctrl** + **Shift** + **9** |
| Indent less | **⌘**/**Ctrl** + **[** |
| Indent more | **⌘**/**Ctrl** + **]** |
| Align left | **⌘**/**Ctrl** + **Shift** + **l** |
| Align center | **⌘**/**Ctrl** + **Shift** + **e** |
| Align right | **⌘**/**Ctrl** + **Shift** + **r** |
| Remove formatting | **⌘**/**Ctrl** + **\** |

## Actions

|  |  |
| --- | --- |
| **Action** | **Shortcut** |
| Move focus to toolbar | **,** |
| Select conversation | **x** |
| Toggle star/rotate among superstars | **s** |
| Archive | **e** |
| Mute conversation | **m** |
| Report as spam | **!** |
| Delete | **#** |
| Reply | **r** |
| Reply in a new window | **Shift** + **r** |
| Reply all | **a** |
| Reply all in a new window | **Shift** + **a** |
| Forward | **f** |
| Forward in a new window | **Shift** + **f** |
| Update conversation | **Shift** + **n** |
| Archive conversation and go previous/next | **] or [** |
| Undo last action | **z** |
| Mark as read | **Shift** + **i** |
| Mark as unread | **Shift** + **u** |
| Mark unread from the selected message | **\_** |
| Mark as important | **+** or **=** |
| Mark as not important | **-** |
| Expand entire conversation | **;** |
| Collapse entire conversation | **:** |
| Add conversation to Tasks | **Shift** + **t** |

## Jumping

|  |  |
| --- | --- |
| **Action** | **Shortcut** |
| Go to Inbox | **g** + **i** |
| Go to Starred conversations | **g** + **s** |
| Go to Sent messages | **g** + **t** |
| Go to Drafts | **g** + **d** |
| Go to All mail | **g** + **a** |
| Go to Contacts | **g** + **c** |
| Go to Tasks | **g** + **k** |
| Go to label | **g** + **l** |

## Application

|  |  |
| --- | --- |
| **Action** | **Shortcut** |
| Compose | **c** |
| Compose in a new tab | **d** |
| Search mail | **/** |
| Search chat contacts | **g** |
| Open "more actions" menu | **.** |
| Open "move to" menu | **v** |
| Open "label as" menu | **l** |
| Open keyboard shortcut help | **?** |