



Gmail Shortcuts

No.	Action	Mac Shortcuts	Window Shortcuts	Section
1	Compose a new message	C	C	Compose Messages Shortcuts
2	Send Message	Command + Return	Ctrl + Enter	Compose Messages Shortcuts
3	Move cursor to next chat	Command + .	Ctrl + .	Compose Messages Shortcuts
4	Move cursor to previous chat	Command + ,	Ctrl + ,	Compose Messages Shortcuts
5	Add CC recipient	Command + Shift + C	Ctrl + Shift + C	Compose Messages Shortcuts
6	Add Bcc recipient	Command + Shift + B	Ctrl + Shift + B	Compose Messages Shortcuts
7	Change From address	Command + Shift + F	Ctrl + Shift + F	Compose Messages Shortcuts
8	Increase the font size	Command + Shift + +	Ctrl + Shift + +	Format Text Shortcuts
9	Decrease the font size	Command + Shift + -	Ctrl + Shift + -	Format Text Shortcuts
10	Change font to the previous font as listed in the menu	Command + Shift + 5	Ctrl + Shift + 5	Format Text Shortcuts
11	Change font to the next font as listed in the menu	Command + Shift + 6	Ctrl + Shift + 6	Format Text Shortcuts
12	Bold formatting	Command + B	Ctrl + B	Format Text Shortcuts
13	Italic formatting	Command + I	Ctrl + I	Format Text Shortcuts
14	Underline formatting	Command + U	Ctrl + U	Format Text Shortcuts
15	Create Numbered List	Command + Shift + 7	Ctrl + Shift + 7	Format Text Shortcuts
16	Create Bulleted List	Command + Shift + 8	Ctrl + Shift + 8	Format Text Shortcuts
17	Left align	Command + Shift + L	Ctrl + Shift + L	Format Text Shortcuts
18	Center align	Command + Shift + E	Ctrl + Shift + E	Format Text Shortcuts
19	Right align	Command + Shift + R	Ctrl + Shift + R	Format Text Shortcuts
20	Increase indent	Command +]	Ctrl +]	Format Text Shortcuts
21	Decrease indent	Command + [Ctrl + [Format Text Shortcuts
22	Format text block to Quote	Command + Shift + 9	Ctrl + Shift + 9	Format Text Shortcuts
23	Change text directionality to Right-to-Left	Command + Shift + .	Ctrl + Shift + .	Format Text Shortcuts
24	Change text directionality to Left-to-Right	Command + Shift + ,	Ctrl + Shift + ,	Format Text Shortcuts
25	Insert hyperlink	Command + K	Ctrl + K	Format Text Shortcuts
26	Go to Inbox	G then I	G then I	Navigate Gmail Window Shortcuts
27	Go to starred conversations	G then S	G then S	Navigate Gmail Window Shortcuts
28	Go to sent mail	G then T	G then T	Navigate Gmail Window Shortcuts
29	Go to Drafts	G then D	G then D	Navigate Gmail Window Shortcuts
30	Go to all mail	G then A	G then A	Navigate Gmail Window Shortcuts
31	Go to Contacts	G then C	G then C	Navigate Gmail Window Shortcuts
32	Go to Label	G then L	G then L	Navigate Gmail Window Shortcuts
33	Undo previous action	Z	Z	Navigate Gmail Window Shortcuts
34	Generally resets state	Esc	Esc	Navigate Gmail Window Shortcuts
35	Move to next e-mail or conversation	J	J	Manage Message List Shortcuts
36	Move to previous e-mail or conversation	K	K	Manage Message List Shortcuts
37	Select or unselect current conversation	X	X	Manage Message List Shortcuts
38	Open message	O	O	Manage Message List Shortcuts
39	Delete selected message	#	#	Manage Message List Shortcuts

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