



## Front Shortcuts for Mac

No.	Action	Mac Shortcuts	Section
1	Previous	Up Arrow key	Most used Front Shortcuts
2	Next	Down Arrow key	Most used Front Shortcuts
3	Multiple selection	Shift + Up Arrow key	Most used Front Shortcuts
4	Reply	R	Most used Front Shortcuts
5	Reply in new window	Shift + R	Most used Front Shortcuts
6	Reply all	A	Most used Front Shortcuts
7	Reply all in new window	Shift + A	Most used Front Shortcuts
8	Forward	Shift + F	Most used Front Shortcuts
9	Toggle side-panel	Ctrl + Shift + I	Most used Front Shortcuts
10	Send & Archive	Ctrl + Enter	Most used Front Shortcuts
11	Send	Ctrl + Shift + Enter	Most used Front Shortcuts
12	Focus search field	/	Most used Front Shortcuts
13	Reload conversations	Shift + X	Most used Front Shortcuts
14	Archive	E	Most used Front Shortcuts
15	Delete	# then Delete	Most used Front Shortcuts
16	Mark as spam	!	Most used Front Shortcuts
17	Assign	W	Most used Front Shortcuts
18	Take the lead	Q	Most used Front Shortcuts
19	Move	V	Most used Front Shortcuts
20	Comment	M	Most used Front Shortcuts
21	Comment mention	@	Most used Front Shortcuts
22	Follow	F	Most used Front Shortcuts
23	Snooze	S	Most used Front Shortcuts
24	Toggle availability	Shift + V	Most used Front Shortcuts
25	View shortcuts	?	Most used Front Shortcuts
26	View details	Shift + I	Most used Front Shortcuts
27	Open link	Shift + O	Most used Front Shortcuts
28	Undo	Command + Z	Composer Shortcuts
29	Redo	Command + Shift + Z	Composer Shortcuts
30	Bold	Command + B	Composer Shortcuts
31	Italic	Command + I	Composer Shortcuts
32	Underline	Command + U	Composer Shortcuts
33	Insert a link	Command + K	Composer Shortcuts
34	Add Cc	Command + Shift + C	Composer Shortcuts
35	Add Bcc	Command + Shift + B	Composer Shortcuts
36	Edit subject	Command + Shift + S	Composer Shortcuts
37	Paste without style	Command + Shift + Alt + V	Composer Shortcuts
38	Add a canned response	Command + Shift + O	Composer Shortcuts
39	Add a reminder	Command + Shift + L	Composer Shortcuts
40	Pop-out	Command + Shift + P	Composer Shortcuts
41	Go to all	G then A	Navigation Shortcuts
42	Navigate to a specific inbox	G then I	Navigation Shortcuts
43	Go to Teammate	G then M	Navigation Shortcuts
44	Go to tag	G then L	Navigation Shortcuts
45	Go to filter	G then F	Navigation Shortcuts