

Keyboard shortcuts for Gmail

Formatting text

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

Actions

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

	Note: This shortcut isn't available in classic Gmail.
;	Expand entire conversation
:	Collapse entire conversation
Shift + t	Add conversation to Tasks

Hangouts

Shortcut	Action
h + m	Show menu
h + a	Show archived hangouts
h + i	Show Hangout requests
h + c	Focus on the conversation list
h + p	Open phone

Compose & chat

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