

ESSENTIAL GMAIL SHORTCUTS

Make sure to turn on shortcuts by heading to Settings, scrolling down to keyboard shortcuts & selecting "keyboard shortcuts on".

⌘/Ctrl + Enter	Send
⌘/Ctrl + Shift + c	Add cc recipients
⌘/Ctrl + Shift + b	Add bcc recipients
⌘/Ctrl + k	Insert a link
,	Go to toolbar
x	Select conversation
e	Archive
#	Delete
r	Reply
a	Reply all
f	Forward
Shift + i	Mark as read
Shift + u	Mark as unread
_	Mark unread from the selected message
+	Mark as important
-	Mark as not important
g + i	Go to Inbox
g + s	Go to Starred conversations
g + b	Go to Snoozed conversations
g + t	Go to Sent messages
g + d	Go to Drafts
g + a	Go to All mail
g + l	Go to label
c	Compose
/	Search mail
v	Open "move to" menu
/	Open "label as" menu
?	Open keyboard shortcut help