

## Keyboard shortcuts for Gmail

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

## Hangouts

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

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