

Need Help?

If you're stuck and need help with anything on Gmail, visit the Gmail Support site at <https://support.google.com/mail/>

Compose Shortcuts

Send Email	CTRL + ENTER
Add a CC Recipient	CTRL + SHIFT + c
Add a BCC Recipient	CTRL + SHIFT + b

Formatting Shortcuts

A Use Previous Font	CTRL + SHIFT + 5
A Use Next Font	CTRL + SHIFT + 6
+ Increase Text Size	CTRL + SHIFT + +
- Decrease Text Size	CTRL + SHIFT + -
B Bold	CTRL + b
I Italicize	CTRL + i
U Underline	CTRL + u
☰ Numbered List	CTRL + SHIFT + 7
☰ Bulleted List	CTRL + SHIFT + 8
” Blockquote	CTRL + SHIFT + 9
☰ Increase Indent	CTRL +]
☰ Decrease Indent	CTRL + [
☰ Align Left	CTRL + SHIFT + l
☰ Align Center	CTRL + SHIFT + e
☰ Align Right	CTRL + SHIFT + r
🔗 Insert Link	CTRL + k
✍ Clear Formatting	CTRL + \

Extended Keyboard Shortcuts

View All Keyboard Shortcuts ? (SHIFT + /)

There are many more keyboard shortcuts available, and you can easily see them by pressing ? on your keyboard. You can also view them on the Gmail Help Site at <https://support.google.com/mail/answer/6594>

Select Extended Shortcuts

Compose	c
Compose in a New Window	d
Search Mail	/
Search Chat Users	q
Open "More Actions" Menu	.
Open "Move To" Menu	v
Open "Label As" Menu	l
Navigate to Message List	u
Newer / Older Conversation	k / j
Open Conversation	o or ENTER
Read Previous / Next Message	p / n
Reply	r
Reply in New Window	SHIFT + r
Reply All	a
Reply All in New Window	SHIFT + a
Forward	f
Forward in New Window	SHIFT + f
Archive	e
Add/Rotate Stars	s
Report as Spam	!

Searching Within Gmail

Searching Within Gmail (cont)

...With Attachments	has:attachment
...Sent Before...	before: [YYYY/-MM/DD]
...Sent After...	after: [YYYY/M-M/DD]
...In Anywhere	in:anywhere
...In Your Inbox	in:inbox
...In Your Spam	in:spam
...In Your Trash	in:trash
...That are Starred	is:starred
...That are Unread	is:unread
...That are Read	is:read

You can view examples for all these and more commands at the Gmail Advanced Search Operators Page at <https://support.google.com/mail/answer/7190>

Search For Emails...	Syntax
...From a Person	from: [name or email]
...To a Person	to: [name or email]
...CC'd w/ Person	cc: [name or email]
...BCC'd w/ Person	bcc: [name or email]
...That has a Label	label: [label name]
...In a Category	category: [category name]
...With a Subject	subject: [word]
...Using Quotes (" ")	subject: " [phrase] "
...Using "OR"	from:bob OR from:jay
...Using "AND"	from:IBM AND in:trash
...Using 'Not' (-)	from:jan -label:Important



By **[deleted]**
cheatography.com/deleted-20865/

Published 19th March, 2015.
 Last updated 12th May, 2016.
 Page 1 of 2.

Sponsored by **CrosswordCheats.com**
 Learn to solve cryptic crosswords!
<http://crosswordcheats.com>