

### 🗨️ 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

<b>A</b> Use Previous Font	CTRL + SHIFT + 5
<b>A</b> Use Next Font	CTRL + SHIFT + 6
<b>+</b> Increase Text Size	CTRL + SHIFT + +
<b>-</b> Decrease Text Size	CTRL + SHIFT + -
<b>B</b> Bold	CTRL + b
<b>I</b> Italicize	CTRL + i
<b>U</b> 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	<b>has:at tachment</b>
...Sent Before...	<b>before:</b> [YYYY/ MM/DD ]
...Sent After...	<b>after:</b> [YYYY/ MM/DD]
...In Anywhere	<b>in:any where</b>
...In Your Inbox	<b>in:inbox</b>
...In Your Spam	<b>in:spam</b>
...In Your Trash	<b>in:trash</b>
...That are Starred	<b>is:starred</b>
...That are Unread	<b>is:unread</b>
...That are Read	<b>is:read</b>

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

