Compose and Chat

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

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**

Formatting Text (cont)

Remove formatting	**⌘/Ctrl + **

Actions

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 *Not available in classic Gmail*	**b**
Expand entire conversation	**;**
Collapse entire conversation	**:**
Add conversation to Tasks	**Shift + t**

Application

Compose	**c**
Compose in new tab	**d**
Search main	**/**
Search chat contacts	**g**
Open `more actions` menu	**.**
Open `move to` menu	**v**
Open `label as` menu	**l**
Open keyboard shortcut help	**?**

Navigation

Go to next page	**g + n**
Go to previous page	**g + p**
Back to threadlist	**u**
Newer conversation	**k**
Older conversation	**j**
Open conversation	**o** or **Enter**
Go to next Inbox section	**`**
Go to previous Inbox section	**~**

Jumping

Go to Inbox	**g + i**
Go to Starred conversations	**g + s**
Go to Snoozed conversations	**g + b**
Go to Sent messages	**g + t**
Go to Drafts	**g + d**
Go to All mail	**g + t**
Switch between the Calendar/Keep/Tasks sidebar and your inbox	**⌘/Ctrl + Alt + ,** and **⌘/Ctrl + Alt + .**
Go to Tasks	**g + k**
Go to label	**g + l**

Threadlist selection

Select all conversations	*** + a**
Deselect all conversations	*** + n**
Select read conversations	*** + r**
Select unread conversations	*** + u**
Select starred conversations	*** + s**

Threadlist selection (cont)	
Select un-starred conversations	*** + t**

Hangouts... Is this still a thing?	
Show menu	**h + m**
Show archived hangouts	**h + a**
Show Hangouts request	**h + i**
Focus on the conversation list	**h + c**
Open phone	**h + p**