

Gmail Keyboard Shortcuts

To turn these case-sensitive shortcuts on or off, click [Settings](#), and then pick an option next to **Keyboard shortcuts**.

Shortcut Key	Definition	Action
c	Compose	Allows you to compose a new message. <Shift> + c allows you to compose a message in a new window.
/	Search	Puts cursor in the search box.
k	Move to newer conversation	Opens or moves cursor to a more recent conversation. You can hit <Enter> to expand a conversation.
j	Move to older conversation	Opens or moves cursor to the next oldest conversation. You can hit <Enter> to expand a conversation.
n	Next message	Moves cursor to the next message. You can hit <Enter> to expand or collapse a message. (Only applicable in 'Conversation View.')
p	Previous message	Moves cursor to previous message. You can hit <Enter> to expand or collapse a message. (Only applicable in 'Conversation View.')
o or <Enter>	Open	Opens conversation. Also expands or collapses a message if you are in 'Conversation View.'
u	Return to conversation list	Refreshes page and returns you to the inbox, or list of conversations.
e	Archive	Archive conversation from any view.
m	Mute	Archives the conversation, and all future messages skip the Inbox unless sent or cc'd directly to you. Learn more .
x	Select conversation	Checks and selects a conversation to archive, apply a label, or choose an action from drop-down menu for that conversation.
s	Star a message or conversation	Adds or removes a star to a message or conversation. Stars allow you to give a message or conversation a special status.
!	Report spam	Marks a message as spam and removes it from conversation list.
r	Reply	Replies to the message sender. <Shift> + r allows reply to a message in a new window. (Only applicable in 'Conversation View.')
a	Reply all	Replies to all message recipients. <Shift> + a (reply to all message recipients in a new window. (Applicable in 'Conversation View.')
f	Forward	Forwards a message. <Shift> + f allows you to forward a message in a new window. (Only applicable in 'Conversation View.')
<Esc>	Escape from input field	Removes the cursor from current input field.
<Ctrl> + s	Save draft	Saves the current text as a draft when composing a message. Hold the <Ctrl> key while pressing s and make sure cursor is in one of the text fields -- either the composition pane, or any of the To, CC, BCC, or Subject fields -- when using this shortcut.
#	Delete	Moves the conversation to Trash.
l	Label	Opens the Labels menu to label a conversation.
v	Move to	Moves the conversation from the inbox to a different label, Spam or Trash.
<Shift> + i	Mark as read	Marks message as 'read' and skip to the next message.
<Shift> + u	Mark as unread	Marks message as 'unread' so you can go back to it later.
[Archive and previous	Archives conversation and moves to the previous one.
]	Archive and next	Archives conversation and moves to the next one.
z	Undo	Undoes previous action, if possible (works for actions with an 'undo' link).
<Shift> + n	Update current conversation	Updates current conversation when there are new messages.
q	Move cursor to chat search	Moves cursor directly to the chat search box.
y	Remove from Current View*	Removes message or conversation from current view. From 'Inbox,' 'y' means Archive (* 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.')
		From 'Starred,' 'y' means Unstar From 'Trash,' 'y' means Move to inbox From any label, 'y' means Remove the label
.	Show more actions	Displays the 'More Actions' drop-down menu.
?	Show keyboard shortcuts help	Displays the keyboard shortcuts help menu within any page you're on.
<tab> + <Enter>	Send message	After composing message, use this combination to send it automatically. (Supported in Internet Explorer and Firefox, on Windows.)
y + o	Archive and next	Archives conversation and moves to the next one.

g + a	Go to 'All Mail'	Takes you to 'All Mail,' the storage site for all mail you've ever sent or received (and have not deleted).
g + s	Go to 'Starred'	Takes you to all conversations you have starred.
g + c	Go to 'Contacts'	Takes you to Contacts list.
g + d	Go to 'Drafts'	Takes you to all drafts you have saved.
g + i	Go to 'Inbox'	Returns you to the inbox.
g + t	Go to 'Sent Mail'	Takes you to all mail you've sent.
* + a	Select all	Selects all mail.
* + n	Select none	Deselects all mail.
* + r	Select read	Selects all mail you've read.
* + u	Select unread	Selects all unread mail.
* + s	Select starred	Selects all starred mail.
* + t	Select unstarred	Selects all unstarred mail.

updated 9/24/2009

Firefox Keyboard Shortcuts

Command	Shortcut	Editing	Windows & Tabs (see Tabbed Browsing)
Navigation		Copy Ctrl+C	Close Tab Ctrl+W Ctrl+F4
Back	Alt+Left Arrow Backspace	Cut Ctrl+X	Close Window Ctrl+Shift+W Alt+F4
Forward	Alt+Right Arrow Shift+Backspace	Delete Delete	Move Tab Left (when tab is focused) Ctrl+Left Arrow Ctrl+Up Arrow
Home	Alt+Home	Paste Ctrl+V	Move Tab Right (when tab is focused) Ctrl+Right Arrow Ctrl+Down Arrow
Open File	Ctrl+O	Redo Ctrl+Y	Move Tab to Beginning (when tab is focused) Ctrl+Home
Reload	F5 Ctrl+R	Select All Ctrl+A	Move Tab to End (when tab is focused) Ctrl+End
Reload (override cache)	Ctrl+F5 Ctrl+Shift+R	Undo Ctrl+Z	New Tab Ctrl+T
Stop	Esc	Search	New Window Ctrl+N
Current Page		Find Ctrl+F	Next Tab Ctrl+Tab Ctrl+Page Down
Go to Bottom of Page	End	Find Again F3 Ctrl+G	Open Address in New Tab (from Location Bar or Search Bar) Alt+Enter
Go to Top of Page	Home	Find As You Type Link '	Previous Tab Ctrl+Shift+Tab Ctrl+Page Up
Move to Next Frame	F6	Find As You Type Text /	Undo Close Tab Ctrl+Shift+T
Move to Previous Frame	Shift+F6	Find Previous Shift+F3	Select Tab (1 to 8) Ctrl+(1 to 8)
Page Info		Web Search Ctrl+K Ctrl+E	Select Last Tab Ctrl+9
Page Source	Ctrl+U	Miscellaneous	
Print	Ctrl+P	Complete .com Address Ctrl+Enter	
Save Page As	Ctrl+S	Complete .net Address Shift+Enter	
Zoom In	Ctrl++	Complete .org Address Ctrl+Shift+Enter	
Zoom Out	Ctrl+-	Delete Selected Autocomplete Entry Del	
Zoom Reset	Ctrl+0	Toggle Full Screen F11	
		Help F1	
		Select Location Bar Alt+D F6 Ctrl+L	
		Select or Manage Search Engines (when Search Bar is focused) Alt+Up Arrow Alt+Down Arrow F4	