



Gmail Shortcut Cheat Sheet

WHAT YOU WANT	WHAT IT DOES	SHORTCUT
Fast email search	Brings cursor to the search bar	
Prioritize emails	Marks as important	
Navigate through emails	Moves forward or backward	Inbox view or Conversation view or
Start an email	Within Gmail tab you're in	
	In a new tab overlaying inbox	
	In a new window	+
Reply	Reply to one person	
	Reply all	
Add recipients	Cc	Mac + + PC + +
	Bcc	Mac + + PC + +
Clean inbox	Moves conversation to trash	+
Navigate main Gmail window	View contact list	then
	View saved drafts	then
	View sent mail	then
Select/deselect mail	Selects all mail	+ then
	Deselects all mail	+ then
Add a link	Inserts a hyperlink in a message	Mac + PC +
Zoom	Zooms in	Mac + PC +
	Zooms out	Mac + PC +

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