



# Google Mail Keyboard and Search Shortcuts

LA GEECS Training Portal: <https://sites.google.com/a/lacity.org/lageecs-training/>

The complete list: <http://mail.google.com/support/bin/answer.py?hl=en&answer=6594>

## Navigating Messages List

Shortcut	Action
x	Select message
Enter <i>or</i> o	Open currently focused message (▶)
Shift + o	Open currently focused message in a new window
j	Move down to previous message
k	Move up to next message
u	Refresh the message list

## Composing and Responding to Messages

Shortcut	Action
c	Compose a new message
Tab + Enter	Send the message
Ctrl + s	Save the message as a draft
y <i>or</i> e	Archive message (y removes label when in label view)
#	Delete the message
r	Reply to the sender
a	Reply to sender and all recipients
f	Forward the message
Shift + c	Compose message in a new window
Shift + a	Reply in a new window
Shift + f	Forward in a new window
n	In a conversation, move down to the previous message
p	In a conversation, move up to the next message
Shift + n	Update conversation when a new message arrives
u	Return to the message list
[ <i>or</i> ]	Archive current message, then open next/previous message
Esc	Remove the cursor from your current input field

To enable keyboard shortcuts:

1. From Google Mail, click the **Settings** link.
2. On the **General** tab, click **Keyboard shortcuts on**.
3. **Save** your changes.

## Moving and Marking Selected Messages

Shortcut	Action
y <i>or</i> e	Archive message (y removes label when in label view)
#	Delete the message
v	Open <b>Move to</b> menu (use autocomplete to select label)
l	Open <b>Labels</b> menu (use autocomplete to select label)
. (period)	Open <b>More Actions</b> menu (use ↑↓ to select action)
Shift + u	Marks selected read messages as unread
z	Undo last action
m	Mute the conversation (mailing lists only)

## Additional Shortcuts

Shortcut	Action
?	Show list of all keyboard shortcuts
/	Place cursor in Search field
g <i>then</i> a	Go to "All Mail"
g <i>then</i> t	Go to "Sent Mail"
g <i>then</i> c	Go to "Contacts"
g <i>then</i> i	Go to "Inbox"
g <i>then</i> d	Go to "Drafts"
g <i>then</i> s	Go to "Starred"
* + a <i>or</i> n	Select/unselect all messages in message list
* + r <i>or</i> u	Select all read/unread messages in message list
* + s <i>or</i> t	Select all starred/unstarred messages in message list
<a href="#">Forward all</a>	Forward all messages in a conversation
<a href="#">Expand all</a>	Expand all messages in a conversation

### Search Tips:

- Try the “Advanced Search” link next to the Search field.
- Type the whole word. Search is not case-sensitive.

The latest search shortcuts: <http://mail.google.com/support/bin/answer.py?hl=en&answer=7190>

### Email Management Methodology Information:

- GTD (Getting Things Done): [www.davidco.com](http://www.davidco.com)
- Inbox Zero: [www.43folders.com](http://www.43folders.com)
- Trusted Trio: [www.lifehacker.com](http://www.lifehacker.com)

## Search Operators and Shortcuts

Shortcut	Action	Examples
<b>from:</b>	Search for sender	<b>from:me</b> Sent from you <b>from:joe</b> Sent from Joe
<b>to:</b>	Search for recipient	<b>to:joe</b> To Joe <b>to:example.com</b> To anyone at example.com
<b>subject:</b>	Search in subject line	<b>subject:legal</b> Contains "legal" in the subject <b>subject:legal from:lee</b> From Lee with "legal" in subject
<b>" "</b>	Search for exact phrase	<b>"purchase order"</b> Contains "purchase order"
<b>OR</b> must be uppercase	Matches terms	<b>receipt OR invoice</b> Contains the words "receipt" or "invoice" <b>from:amy OR lee</b> From either Amy or Lee
<b>- (hyphen)</b>	Exclude terms from search	<b>subject:order –new</b> Subject contains "order" but not "new" <b>“new books” –today</b> Contains "new books" but not "today"
<b>( )</b>	Group search words using AND	<b>from:amy (legal law)</b> From Amy, contains "legal" <i>and</i> "law"
<b>{ }</b>	Group search words using OR	<b>from:amy {legal law}</b> From Amy, contains "legal" <i>or</i> "law"
<b>in: or label:</b>	Search by label	<b>from:joe in:action</b> From Joe, with the label "Action"
<b>list:</b>	Search to/from mailing lists	<b>list:info@example.com</b> To or from "info@example.com"
<b>after:</b> <b>before:</b>	Sent during specified time (format: yyyy/mm/dd)	<b>after:2009/1/27</b> Sent/received after January 27, 2009 <b>after:2008/5/1 before:2008/7/31</b> Sent/received after May 1, 2008 <i>and</i> before July 31, 2008
<b>in:inbox in:trash</b> <b>in:spam in:anywhere</b>	Search in the Inbox, Trash or Spam, or All labels	<b>in:inbox to:amy</b> Sent to Amy and in your inbox <b>in:anywhere review</b> Contains "review" in All Mail, Spam, Trash
<b>is:starred</b> <b>is:unread / read</b>	Search messages that are starred, unread, or read	<b>is:unread from:amy</b> Unread messages from Amy
<b>cc: / bcc:</b>	Search cc: and bcc: fields	<b>cc:lee</b> Message cc'd to Lee
<b>has:attachment</b>	Search for attachments	<b>has:attachment from:me</b> Messages sent from you containing an attachment
<b>filename:</b>	Search attachments by name or type	<b>filename:project</b> Messages with attachments named "project"
<b>is:chat</b>	Search for chat messages	<b>is:chat project</b> Any chat message using the word "project"