Google Mail Keyboard and Search Shortcuts

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

Navigating Messages List

Shortcut	Action
x	Select message
Enter *or* 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 *or* 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
[*or*]	Archive current message, then open next/previous message
Esc	Remove the cursor from your current input field

Moving and Marking Selected Messages

Shortcut	Action
y *or* e	Archive message (**y** removes label when in label view)
#	Delete the message
v	Open **Move to** menu (use autocomplete to select label)
l	Open **Labels** menu (use autocomplete to select label)
. (period)	Open **More Actions** 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 *then* a	Go to "All Mail"
g *then* t	Go to "Sent Mail"
g *then* c	Go to "Contacts"
g *then* i	Go to "Inbox"
g *then* d	Go to "Drafts"
g *then* s	Go to "Starred"
✱ + a *or* n	Select/unselect all messages in message list
✱ + r *or* u	Select all read/unread messages in message list
✱ + s *or* t	Select all starred/unstarred messages in message list
Forward all	Forward all messages in a conversation
Expand all	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 shortcuts: http://mail.google.com/support/bin/answer.py?hl=en&answer=7190

Email Management Methodology Information:
- GTD (Getting Things Done): **www.davidco.com**
- Inbox Zero: **www.43folders.com**
- Trusted Trio: **www.lifehacker.com**

Search Operators and Shortcuts

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