



Gmail Shortcuts

Cheat Sheet by Andrea Eppy



GMAIL SHORTCUTS

There are tons of Gmail shortcuts, but I've narrowed these down to the ones that I actually use the most. Before using any of these, make sure your shortcuts are turned on in Gmail by going to the Settings gear > 'See all Settings' > General Tab > Keyboard Shortcuts > and turn 'On'.

Composing Emails

- c** Compose a new message
- f** Forwards the message
- r** Replies to ONE person
- a** Replies to ALL
- e** Archive a conversation
- ⌘** **Shift** **8** Add bulletpoints

Navigating

- g** + **i** Takes you to your inbox.
- g** + **t** Takes you to your sent messages.
- /** Select the search box.

Organizing Emails

- v** Opens the 'Move to' menu so you can move a message to another folder.
- l** (Lowercase 'L') Opens the 'Labels' menu so you can add a label (aka Tag) to a conversation.
- Shift** **3** Delete an email


More tips on next page...



OTHER TIPS

Create Additional Sections on Main View

This shows the next email instead of your Inbox after you delete or sort the previous email.

 > [See all settings](#) > **'Inbox'** tab > Inbox Type: >

1	Fill out 'Section name':	2	Fill out search criteria:
	<input type="text" value="Action Items"/>		<input type="text" value="!follow-up"/>
	<input type="text" value="Waiting"/>		<input type="text" value="!waiting"/>
	<input type="text" value="Read Through Later"/>		<input type="text" value="!read-through"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Turn on Auto-Advance

This shows the next email instead of your Inbox after you delete or sort the previous email.

 > [See all settings](#) > **'Advanced'** tab > **Enable** Auto-Advance


Auto-Open Newer Email

After Setting up 'Auto-Advance', this shows the newer email in your list, rather than older.

 > [See all settings](#) > **'General'** tab > In 'Auto-Advance', choose:
 Go to the next (newer) conversation

Hide Tags from Left Menu

This hides certain tags that you specify from your left menu. Click 'More' to see the full list.

 > [See all settings](#) > **'Labels'** tab > Choose 'Hide' from 'Show in Label list': [show](#) **hide**