

11 KEYBOARD SHORTCUTS FOR GMAIL

To turn keyboard shortcuts on:

Click on the cog , then **Settings**, then scroll to **Keyboard Shortcuts**

Shortcut	Command
c	Compose new email message
/	Move cursor to the search box
e	Archive your email (from “Inbox” to “All Mail”)
s	Add or remove a star to the message or conversation
!	Report as spam
r	Reply
a	Reply to all
f	Forward
Ctrl + s	Saves draft email
z	Undo (where possible)
Tab + Enter	From composing your email, this will send it automatically

BONUS TIP!

If you use Gmail (or “Google Apps”) in a web browser, try using Chrome. Chrome is a web browser created by Google and is best for working with Gmail.

Don’t worry, if you’re on a Standard Operating Environment at work and can’t install Chrome, you can still use these keyboard shortcuts in your default web browser!

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