

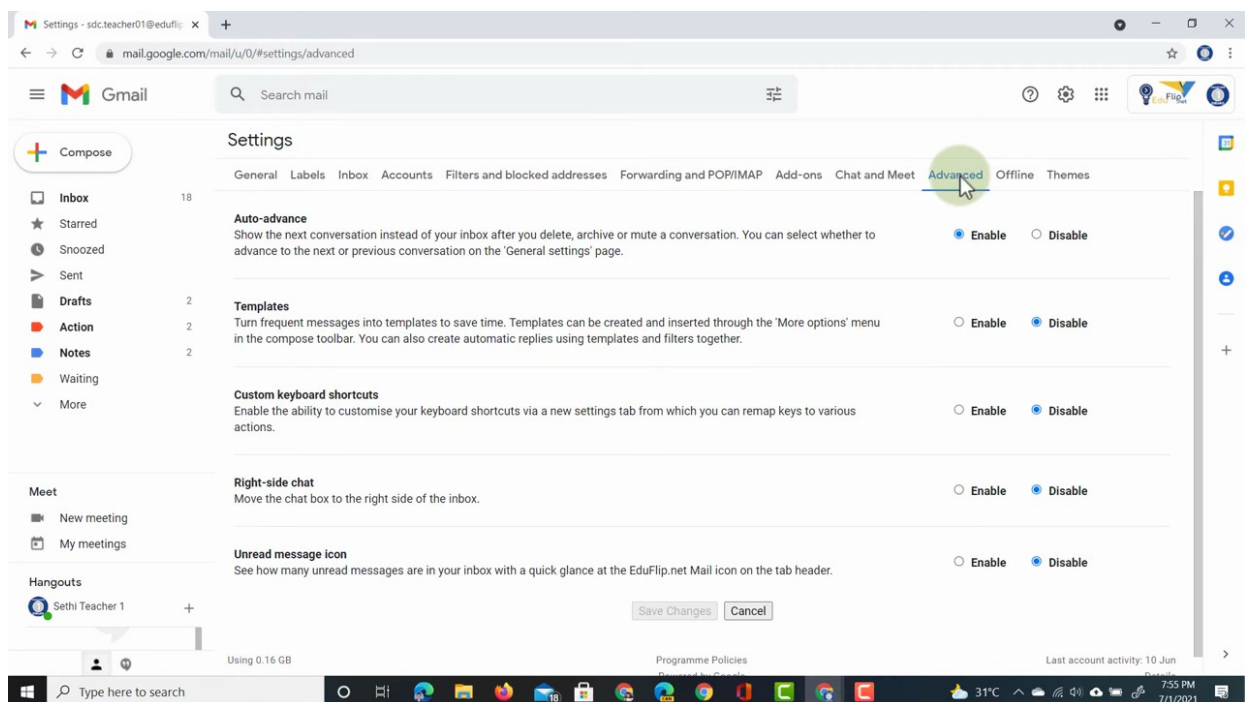
Use Gmail Keyboard Shortcuts

Enable Gmail keyboard shortcuts and use common keys to move through email more efficiently.

Before you begin: Keyboard shortcuts work while Gmail is active. Avoid typing shortcuts when the cursor is inside a message or search field.

STEP 1 Open Gmail settings

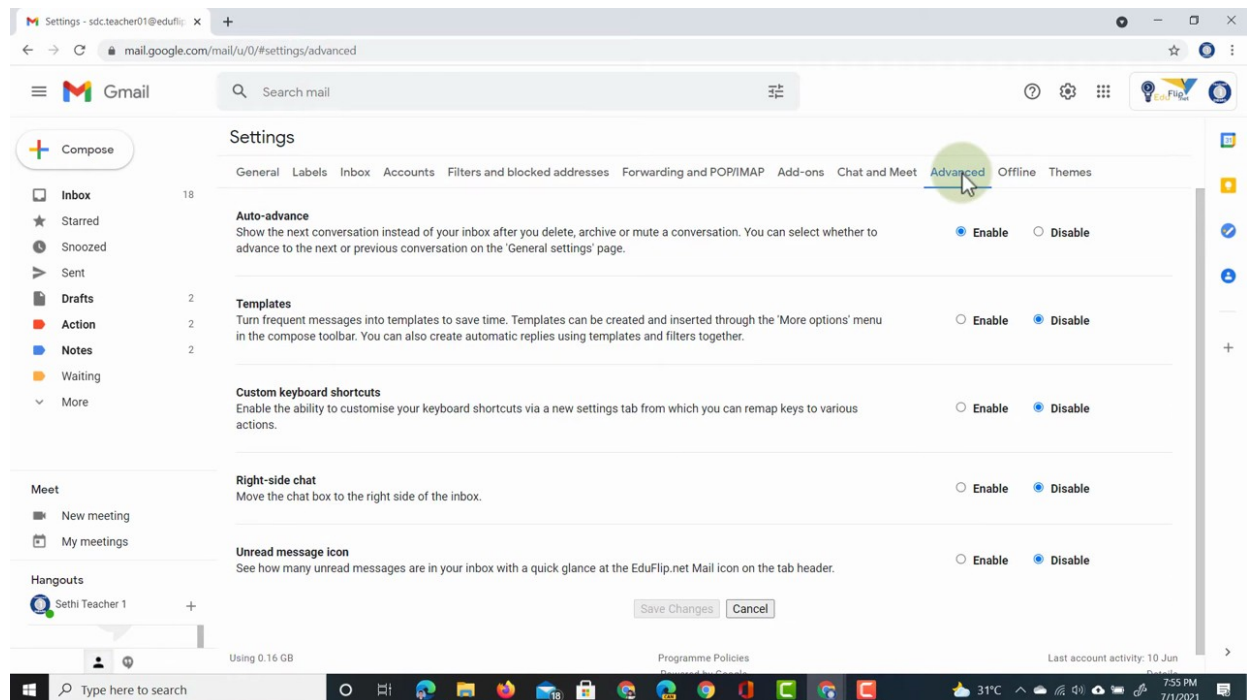
Select the Settings gear, then choose See all settings. Stay on the General tab and scroll to the Keyboard shortcuts section.



Open Gmail settings.

STEP 2 Enable keyboard shortcuts

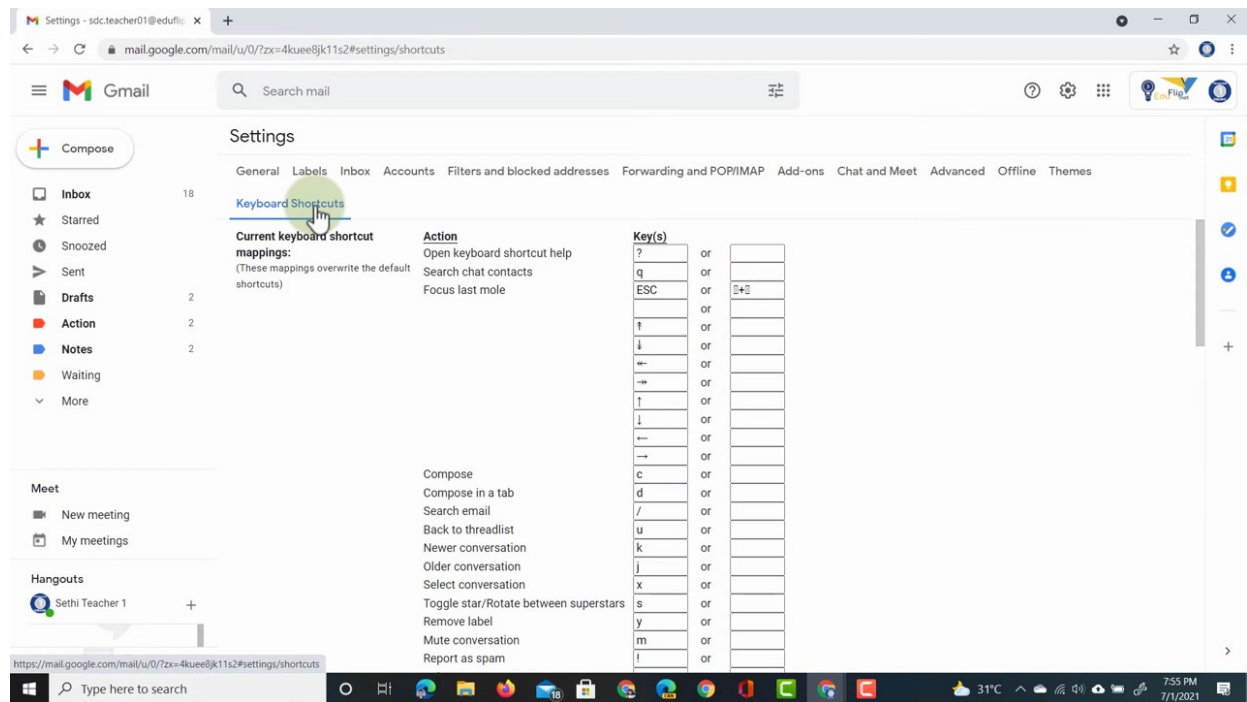
Beside Keyboard shortcuts, select Keyboard shortcuts on. Scroll to the bottom of the page and select Save Changes.



Enable keyboard shortcuts.

STEP 3 Review or customize shortcuts

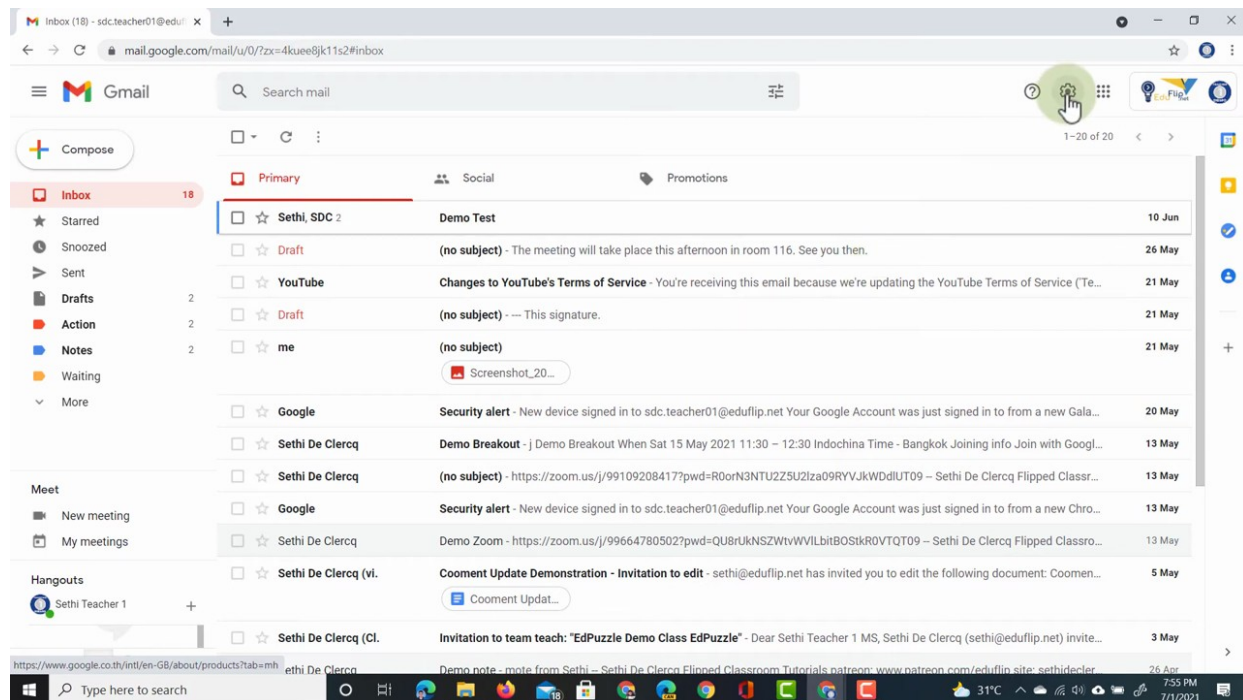
Return to Settings. If Custom keyboard shortcuts are available for your account, enable the feature and open the Keyboard Shortcuts tab to review or customize the assigned keys.



Review or customize shortcuts.

STEP 4 Use common Gmail shortcuts

Try c to compose, r to reply, a to reply all, f to forward, / to search, e to archive, and # to delete. Press ? in Gmail to display the current shortcut list.



Use common Gmail shortcuts.