

Turn on Gmail shortcuts first

Gmail: Settings (gear) > See all settings > General > Keyboard shortcuts on > Save Changes. Press ? in Gmail to see the full list.

GMAIL: WRITE & REPLY

c Compose new email

r Reply

a Reply all

f Forward

Ctrl + Enter Send

Ctrl + Shift + C / B Add Cc / Bcc

z Undo last action

GMAIL: ORGANIZE

e Archive

Delete

l Add label

v Move to folder / label

s Star / unstar

Shift + i / Shift + u Mark as read / unread

! Report spam

m Mute conversation

GMAIL: NAVIGATE

j / k Next / previous conversation

o or Enter Open conversation

u Back to inbox list

/ Search

g then i Go to Inbox

g then s Go to Starred

g then t Go to Sent

g then d Go to Drafts

GMAIL: SELECT

x Select conversation

*** then a** Select all

*** then n** Select none

*** then u** Select unread

OUTLOOK: WRITE & REPLY

Ctrl + N	New email (in Mail)
Ctrl + R	Reply
Ctrl + Shift + R	Reply all
Ctrl + F	Forward
Ctrl + Enter or Alt + S	Send
Ctrl + K	Check names in To / Cc
F7	Spelling check

OUTLOOK: ORGANIZE

Delete	Delete
Backspace	Archive
Ctrl + Q / Ctrl + U	Mark as read / unread
Ctrl + Shift + V	Move to folder
Insert	Flag / clear flag
Ctrl + Shift + G	Flag with a date

OUTLOOK: GO TO

Ctrl + 1	Mail
Ctrl + 2	Calendar
Ctrl + 3	People (contacts)
Ctrl + 4	Tasks
Ctrl + E or F3	Search
Ctrl + Y	Go to folder

OUTLOOK: CALENDAR & TASKS

Ctrl + Shift + A	New appointment
Ctrl + Shift + Q	New meeting request
Ctrl + Shift + K	New task
Ctrl + Shift + C	New contact

Inbox tips

- Archive, don't keep: e (Gmail) and Backspace (Outlook) clear your inbox without deleting anything.
- Outlook on the web and the new Outlook let you choose a shortcut style (Outlook, Gmail and others) in Settings > General > Accessibility. Shortcuts there may differ from Outlook for Windows.
- On Mac, use Cmd instead of Ctrl in Outlook. Gmail single-key shortcuts work the same on any computer.