



FREE CHEAT SHEET

Gmail Shortcuts & Power Tips

Print it, pin it, and work through your inbox faster.

Turn shortcuts on first

Settings (gear icon) → See all settings → General → Keyboard shortcuts on → Save changes.

Keyboard shortcuts

c	Compose a new email	r	Reply
a	Reply all	f	Forward
e	Archive	#	Delete
s	Star or unstar	m	Mute a conversation
/	Jump to search	j / k	Next / previous conversation
Shift + i	Mark as read	Shift + u	Mark as unread
g then i	Go to Inbox	Ctrl + Enter	Send (Cmd + Enter on Mac)
?	Show all shortcuts		

Search operators

from:name@example.com	Emails from a sender	has:attachment	Emails with attachments
filename:pdf	A specific file type	larger:10M	Large emails (free up storage)
older_than:1y	Emails older than a year	is:unread	Only unread emails
subject:invoice	Words in the subject line		

Power tips

- Undo send: Settings → General → Undo Send → 30 seconds.
- Templates: Settings → Advanced → Templates → Enable. Save any draft as a template.
- Filters: click the search options icon, set conditions, Create filter, choose an action.
- Schedule send: click the arrow next to Send → Schedule send.
- Snooze: hover over an email → clock icon → pick when it comes back.
- Out of office: Settings → General → Vacation responder.