Cheatography

Gmail Cheat Sheet

by Frederic Villemin (fredv) via cheatography.com/50/cs/66/

Gmail Navigation

Back to threadlist (or refresh threadlist)	u
Newer / older conversation	k / j
Open conversation ; collapse/expand	o *or* Enter
Read **p**revious / **n**ext message	p / n
Go to next inbox section	`
Go to previous inbox section	~

Gmail Jumping

Open **I**nbox	g *then* i
Open **S**tarred conversations	g *then* s
Open Sen**t** messages	g *then* t
Open **D**rafts	g *then* d
Open **A**ll messages	g *then* a
Open **C**ontacts	g *then* c
Go to **B**uzz	g *then* b
Go to **l**abel	g *then* l
Go to Tas**k**s	g *then* k

Gmail Threadlist selection

select **a**ll conversations	* *then* a
deselect all conversations	* *then* n
select **r**ead conversations	* *then* r
select **u**nread conversations	* *then* u
select **s**tarred conversations	* *then* s
select uns**t**arred conversations	* *then* t

Gmail Tips and tricks

Press **u** to refresh the threadlist

For multi selection, select a conversation then *shift*+click another one to select all the conversations in between

Add EOM (end of message) in the subject to avoid the no-text-in-body warning

Gmail Application

compose	c
compose with cc a**d**ded	d
compose with cc and **b**cc added	b
search	/
focus chat contact search	q
open shortcut help	?

Gmail Search syntax

From	from:[arg]
To	to:[arg]
Label	label:[arg]
Subject	subject:[arg]
Doesn't contain	-[arg]
Has attachment	has:attachment
Attachment filename	filename:[filename]
Before (date)	before:2011/11/20
After (date)	after:2011/11/20
OR operator	from:annie OR from:david
Mailing lists	list:[arg]
Group words	subject:(word1 word2)
Search in all boxes (except spam & trash)	in:anywhere
Search in a specific box	in:trash in:inbox in:spam
Search specific messages	is:starred is:read is:unread
Search in chats	is:chat
Search for copy recipients	cc:[arg] bcc:[arg]

[arg] can be a word, or an email adress
[filename] can be a filename or a part of a filename

Gmail Actions

move focus to toolbar	,
select conversation	x
rotate superstar	s
remove label	y
archive	e
ignore conversation	m
report as spam	!
open mo**v**e-to menu	v
move to trash	#
reply	r
reply in a new window	*Shift*+r
reply **a**ll	a
reply **a**ll in a new window	*Shift*+a
forward	f
forward in a new window	*Shift*+f
update conversation	*Shift*+n
send mail	*Tab* then *Enter*
focus last chat mole	*Esc*
remove and go previous / next	] / [
archive and go previous / next	} / {
undo last action	z
open more actions menu	.
open labels menu	l
mark as read	*Shift*+i
mark as unread	*Shift*+u
mark unread from the selected message	_
save draft	*Ctrl*+s
mark as important	+ or =
mark as not important	-
like / unlike buzz	*Shift*+l
sneak peek	h
make a **p**hone call	g *then* p
launch Old Snakey	&
add conversation to **t**asks	*Shift*+t

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