

Keyboard shortcuts for Gmail

Action	Shortcut
Send	Cmd/Ctrl + Enter
Add cc recipients	Cmd/Ctrl + Shift + c
Add bcc recipients	Cmd/Ctrl + Shift + b
Bold	Cmd/Ctrl + b
Italics	Cmd/Ctrl + i
Underline	Cmd/Ctrl + u
Numbered list	Cmd/Ctrl + Shift + 7
Bulleted list	Cmd/Ctrl + Shift + 8
Quote	Cmd/Ctrl + Shift + 9
Remove formatting	Cmd/Ctrl + \

Action	Shortcut
Report as spam	!
Delete	#
Reply	r
Reply all	a
Forward	f
Archive conversation and go previous/next] or [
Mark as read	Shift + i
Mark as unread	Shift + u
Mark as important	+ or =
Snooze (this shortcut isn't available in classic Gmail.)	b
Expand entire conversation	;
Collapse entire conversation	:
Go to Inbox	g + i
Go to Starred conversations	g + s
Go to Snoozed conversations	g + b
Go to Sent messages	g + t
Go to Drafts	g + d
Go to next page	g + n
Go to previous page	g + p
Open conversation	o or Enter

Email shortcuts in Outlook for PC

Action	Shortcut
Close a window or a menu	Esc
Create a new message	Ctrl+Shift+M
Send a message	Alt+S
Insert a file	Alt+N, A, F
New task	Ctrl+Shift+K
Delete an item (when a message, task, or meeting is selected)	Delete
Search for an item	Ctrl+E or F3
Reply to a message	Alt+H, R, P
Forward a message	Alt+H, F, W
Select the Reply All option	Alt+H, R, A
Copy an item	Ctrl+C or Ctrl+Insert
Go to the Send/Receive tab	Alt+J, S
Create an appointment	Ctrl+Shift+A
Move an item to a folder	Alt+H, M, V, and select the folder
Check for new messages	Ctrl+M or F9
Go to the Mail view	Ctrl+1
Go to the Calendar view	Ctrl+2
Go to the Contacts view	Ctrl+3
Go to the Tasks view	Ctrl+4
Go to Notes	Ctrl+5

Email shortcuts in Outlook for Mac

Action	Shortcut
Close a window or a menu	Cmd + w
Create a new message (in Mail view)	Cmd + n
Send a message	Cmd + Return
New task (in Task view)	Cmd + n
Delete an item (when a message, task, or meeting is selected)	Delete
Reply to a message	Cmd + r
Forward a message	Cmd + J
Select the Reply All option	Shift + Cmd + r
Copy an item	Cmd + c
Create an appointment (in Calendar view)	Cmd + n
Go to the Mail view	Cmd + 1
Go to the Calendar view	Cmd + 2
Go to the Contacts view	Cmd + 3
Go to the Tasks view	Cmd + 4
Go to Notes	Cmd + 5

Spike's keyboard shortcuts for Windows

Action	Shortcut
New Message	Ctrl + N
Send	Ctrl + Enter
Reply	Ctrl + R
Forward	Ctrl + Alt + F
Switch Accounts	Ctrl + Shift + S
New Event	Ctrl + Shift + E
New Group	Ctrl + Shift + G
Filter Unread	Ctrl + Shift + U
Super Search	Ctrl + F
Undo Send (within 10 seconds)	Ctrl + Shift + Z
Enlarge UI Size	Ctrl + Shift + "+"
Reduce UI Size	Ctrl + Shift + "-"
Open Settings	Ctrl + Shift + P
Send and Archive	Ctrl + Shift + Enter
Change From	Ctrl + Shift + F
Switch Recipient Role	Ctrl + Alt + C
Change Reply Mode	Ctrl + Alt + Y
Mark as Unread / Read	Ctrl + Alt + U
Star / Unstar	Ctrl + Alt + S
Trash	Ctrl + Alt + X
Archive	Ctrl + Alt + A
Snooze	Ctrl + Alt + Z

Move To	Ctrl + Alt + V
Insert Emoji	Ctrl + Alt + E
Insert GIF	Ctrl + Alt + G
Insert Link	Ctrl + K
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Numbered List	Ctrl + Shift + 7
Bullet List	Ctrl + Shift + 8
Increase Indent	Ctrl +]
Decrease Indent	Ctrl + [
Remove Formatting	Ctrl + \
Attach Recent	Ctrl + Alt + T
Attach Browse	Ctrl + Alt + B
Attach Cloud	Ctrl + Alt + L

Spike's keyboard shortcuts for Mac

Action	Shortcut
New Message	Cmd + N
Send	Cmd + Enter
Reply	Cmd + R
Forward	Cmd + Alt + F
Switch Accounts	Cmd + Shift + S
New Event	Cmd + Shift + E
New Group	Cmd + Shift + G
Filter Unread	Cmd + Shift + U
Super Search	Cmd + F
Back	Esc
Undo Send (within 10 seconds)	Cmd + Shift + Z
Open Settings	Cmd + Shift + P
Send and Archive	Cmd + Shift + Enter
Change From	Cmd + Shift + F
Switch Recipient Role	Cmd + Alt + C
Change Reply Mode	Cmd + Alt + Y
Mark as Unread / Read	Cmd + Alt + U
Star / Unstar	Cmd + Alt + S
Trash	Cmd + Alt + X
Archive	Cmd + Alt + A
Snooze	Cmd + Alt + Z
Move To	Cmd + Alt + V

Insert Emoji	Cmd + Alt + E
Insert GIF	Cmd + Alt + G
Insert Link	Cmd + K
Bold	Cmd + B
Italic	Cmd + I
Underline	Cmd + U
Numbered List	Cmd + Shift + 7
Bullet List	Cmd + Shift + 8
Increase Indent	Cmd +]
Decrease Indent	Cmd + [
Remove Formatting	Cmd + \
Attach Recent	Cmd + Alt + T
Attach Browse	Cmd + Alt + B