



Key	Definition	Action
<b>C</b> <b>Shift+C</b>	<b>Compose</b>	Allows you to compose a new message. Allows you to compose a message in a new window.
<b>Tab+Enter</b>	<b>Send message</b>	After composing your message, use this combination to send it automatically. (Supported in Internet Explorer and Firefox, on Windows.)
<b>K</b>	<b>Move to newer conversation</b>	Opens or moves your cursor to a more recent conversation. You can hit <Enter> to expand a conversation.
<b>J</b>	<b>Move to older conversation</b>	Opens or moves your cursor to the next oldest conversation. You can hit <Enter> to expand a conversation.
<b>N</b>	<b>Next message</b>	Moves your cursor to the next message. You can hit <Enter> to expand or collapse a message. (Only applicable in 'Conversation View'.)
<b>P</b>	<b>Previous message</b>	Moves your cursor to the previous message. You can hit <Enter> to expand or collapse a message. (Only applicable in 'Conversation View'.)
<b>O or Enter</b>	<b>Open</b>	Opens your conversation. Also expands or collapses a message if you are in 'Conversation View'.
<b>U</b>	<b>Return to conversation list</b>	Refreshes your page and returns you to the inbox, or list of conversations.
<b>Y</b>	<b>Archive*</b> <b>Remove from current view</b>	Automatically removes the message or conversation from your current view. From 'Inbox,' 'y' means Archive From 'Starred,' 'y' means Unstar From any label, 'y' means Remove the label * 'y' has no effect if you're in 'Spam,' 'Sent,' or 'All Mail.'
<b>X</b>	<b>Select conversation</b>	Automatically checks and selects a conversation so that you can archive, apply a label, or choose an action from the drop-down menu to apply to that conversation.
<b>S</b>	<b>Star a message or conversation</b>	Adds or removes a star to a message or conversation. Stars allow you to give a message or conversation a special status.
<b>!</b>	<b>Report spam</b>	Marks a message as spam and removes it from your conversation list.
<b>R</b>	<b>Reply</b>	Reply to the message sender. <Shift> + r allows you to reply to a message in a new window. (Only applicable in 'Conversation View'.)
<b>A</b>	<b>Reply all</b>	Reply to all message recipients. <Shift> + a allows you to reply to all message recipients in a new window. (Only applicable in 'Conversation View'.)
<b>F</b>	<b>Forward</b>	Forward a message. <Shift> + f allows you to forward a message in a new window. (Only applicable in 'Conversation View'.)
<b>Esc</b>	<b>Escape from input field</b>	Removes the cursor from your current input field.
<b>Y+O</b>	<b>Archive and next</b>	Archive and next class="desc"Archive your conversation and move to the next one.
<b>G+A</b>	<b>Go to 'All mail'</b>	Takes you to 'All Mail,' the storage site for all mail you've ever sent or received (and have not deleted).
<b>G+S</b>	<b>Go to 'Starred'</b>	Takes you to all conversations you have starred.
<b>G+C</b>	<b>Go to 'Contacts'</b>	Takes you to your Contacts list.
<b>G+D</b>	<b>Go to 'Drafts'</b>	Takes you to all drafts you have saved.
<b>G+I</b>	<b>Go to 'Inbox'</b>	Returns you to the inbox.
<b>/</b>	<b>Search</b>	Puts your cursor in the search box.

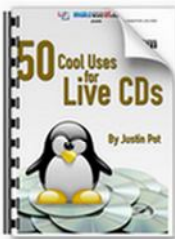
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