

Category	Shortcut	Description
Inbox View	Shift + ?	Open keyboard shortcut help
Inbox View	Shift + t	Add a conversation to tasks
Inbox View	Shift	Select a series of messages
Inbox View	/	Search for messages
Inbox View	=	Mark selected messages as important
Inbox View	c	Compose a new email
Inbox View	g + k	Go to tasks
Inbox View	Command	Select random messages
Inbox View	Shift + 8 + u	Select all unread messages
Inbox View	e	Archive selected messages
Compose & Chat	⌘/Ctrl + k	Insert a link
Compose & Chat	⌘/Ctrl + Enter	Send an email
Compose & Chat	⌘/Ctrl + Shift + c	Add CC recipients
Compose & Chat	⌘/Ctrl + Shift + b	Add BCC recipients
Compose & Chat	p	Move to the previous message in a conversation
Compose & Chat	n	Move to the next message in a conversation
Formatting Text	⌘/Ctrl + Shift + -	Decrease text size
Formatting Text	⌘/Ctrl + Shift + +	Increase text size
Formatting Text	⌘/Ctrl + b	Bold text
Formatting Text	⌘/Ctrl + i	Italicize text
Formatting Text	⌘/Ctrl + u	Underline text
Formatting Text	⌘/Ctrl + Control + \	Remove formatting
Navigation	j	Jump to the previous email
Navigation	k	Jump to the next email
Navigation	n	Jump to the next message in an email thread
Navigation	p	Jump to the previous message in an email thread
Navigation	u	Jump back to the inbox view
Navigation	m	Mute a conversation

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