

Using shortcut keys in Gmail

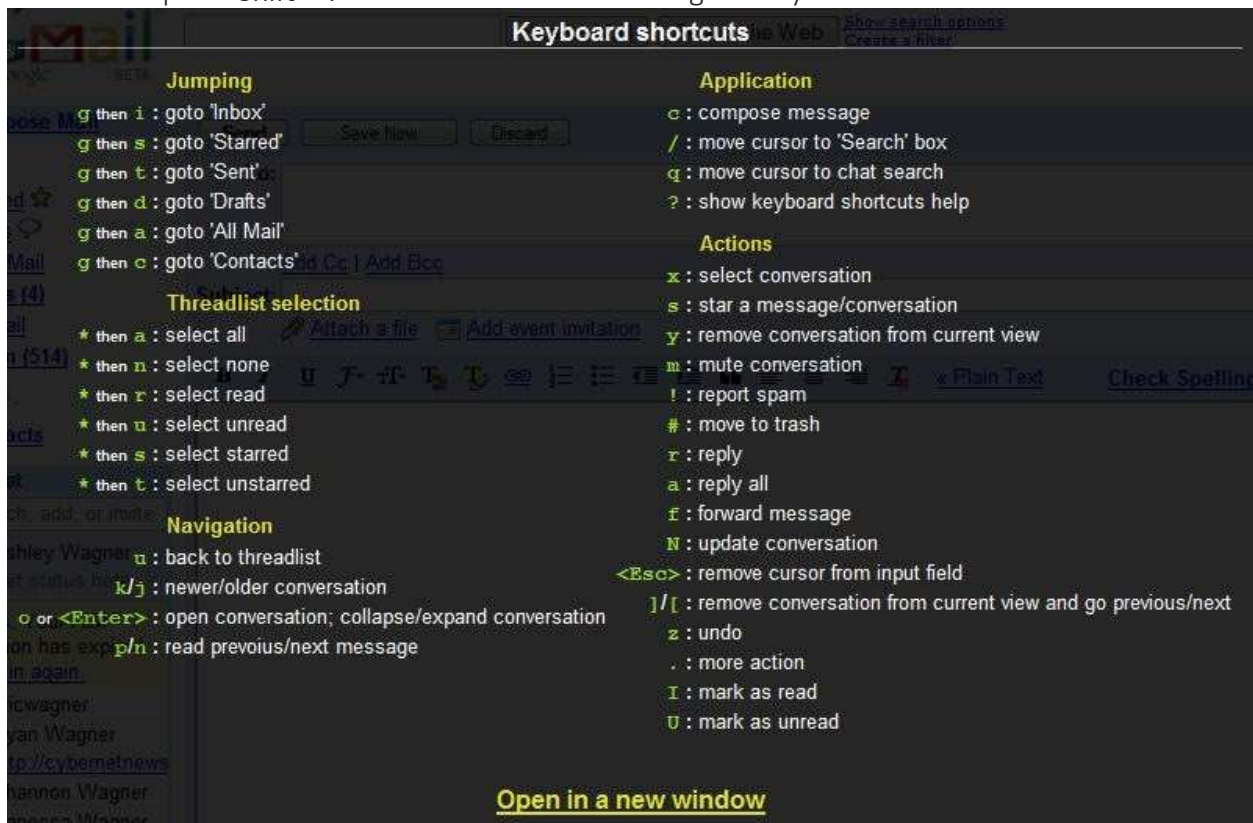
ENABLING KEYBOARD SHORTCUTS

You must enable Keyboard shortcuts in Settings ---> General ---> Keyboard Shortcuts. Select “Keyboard shortcuts on” The scroll down to the bottom and click “Save.”

Keyboard shortcuts:
[Learn more](#)

☒ Keyboard shortcuts off
☐ Keyboard shortcuts on

Once saved press **Shift + ?** and it will list all of the assigned keyboard shortcuts.



ENABLING GOOGLE LAB KEYBOARD SHORTCUTS

You can add a Lab Keyboard Shortcuts to customize those shortcuts. Go to Settings then click the “Labs” Tab. Search for Lab “Custom keyboard shortcuts” and click **Enable**

**Note you do not use the CTRL key with most shortcuts.

<https://support.google.com/mail/answer/6594?hl=en&ctx=mail>