# GMAIL KEYBOARD SHORTCUTS

## Turning on keyboard shortcuts

Before using keyboard shortcuts in Gmail, you must turn it on from the settings. Here is how you can do it:

1. Left click gear icon in top right corner of Gmail.
2. Left click "Settings" and General Tab.
3. Find "Keyboard Shortcuts".
4. Left click "keyboard shortcuts on".
5. Left click "Save changes" at bottom of the page

| Keyboard shortcuts: | ○ Keyboard shortcuts off |
|---|---|
| | ⦿ Keyboard shortcuts on |

## GMAIL SPEED KEYS

| | |
|---|---|
| Open any Gmail item | **ENTER** |
| Brings up keyboard shortcut menu in Gmail | **?** |
| Compose new e-mail | **C** |
| Compose e-mail in new window | **SHIFT + C** |
| Reply to message | **R** |
| Reply in new windows | **SHIFT + R** |
| Reply to all recipients | **A** |
| Reply to all in new window | **SHIFT + A** |
| Forwards a message | **F** |
| Search | **/** |
| Returns to Inbox | **U** |
| Archive message | **E** |
| Save as draft | **CTRL + S** |
| Delete, moves message to trash | **#** |
| Mark message as Read | **SHIFT + i** |
| Mark message Unread | **SHIFT + U** |

## OPTIMIZE GMAIL

**STOP** going back to Inbox after handling an email, change option to open next email after moving or deleting an open item. You will find this setting in "Advanced". Here is how you can enable this option:

1. Left-click gear icon.
2. Left-click "See all settings".
3. Left-click "Advanced"
4. "Enable" Auto-advanced
5. Left-click "Save Changes"

**Auto-advance**
Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.
⦿ Enable   ○ Disable

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# Gmail, Google Calendar QUICK REFERENCE

**Turner Time Management, LLC.**
**Www.TurnerTimeManagement.com**
**Steve Turner,**
**"Time & Technology" Management**
**1-855-77-TTime**
**1-855-778-8463**
**Info@TurnerTimeManagement.com**

*Technology Continues to Change.*
*Stay Productive with our Pro Membership!*
**Go Pro - Single User $99/year!**
**(Left-click or double tap here to book now)**
Includes a tips digest e-mailed to you once a week for iPhone/iPad, Microsoft Outlook, Office and Android!
Also provides you 24/7 access to OVER 750 videos on: smartphones & tablets
iPad, iPhone, Android, Microsoft Outlook, Microsoft Office & much more!

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# EMAIL TEMPLATES

You must first turn on "Email Templates" in Settings under Labs.

1. Left click gear icon.
2. Left click "See all settings'.
3. Left click "Advanced".
4. Under "Email Templates", left-click "Enable"
5. Scroll to bottom and "Save Changes".
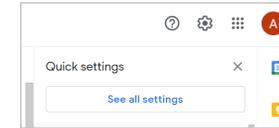
**Templates**
Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together.
⦿ Enable   ○ Disable

## SEARCHING (& FINDING) EMAILS

Left-click "Show search options".

| From | |
|---|---|
| To | |
| Subject | |
| Has the words | |
| Doesn't have | |
| Size | greater than ▾    MB ▾ |
| Date within | 1 day ▾ |
| Search | All Mail ▾ |
| ☐ Has attachment   ☐ Don't include chats | |

Create filter    **Search**

- **To OR From: Person's name** Finds anything sent To or From named person
- **Subject:** type words to search in "Subject:" Field
- **Put "quotes"** around specific phrases or names
- **Enter more information to refine your search**
  *Example: Bill Jones ABC company price list*
- **Has:attachment** finds any email with attachment
- **Filename:pdf** finds any e-mail with PDF attached
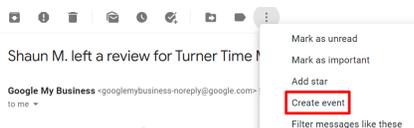
# GOOGLE CALENDAR SHORTCUTS 📅

| | |
|---|---|
| Create calendar event | **C** |
| Open Create Event Bubble | **Q or Shift+C** |
| View event details | **E** |
| Delete event | **DEL** |
| Undo last action | **CTRL + Z** |
| Return to calendar from event | **ESC** |
| Save event | **CTRL + S** |
| Go to a specific date | **G** |
| Go to today | **T** |
| Go to Settings | **S** |
| Go to previous date range | **P or K** |
| Go to next date range | **J or N** |
| Go to Add Calendar | **+** |
| Refresh | **R** |
| Search | **/** |
| Print | **CTRL + P** |

## CREATE MEETING FROM EMAIL

*This will allow you to set a reminder to follow-up on the e-mail.*
*Open the e-mail message (open in it's own window):*

1. *Left click the three vertical dots to the right of the Labels icon (upper left corner)*
2. *Left click "Create event".*
3. *Change date and time of event (use date that you want to be reminded to follow up on this e-mail) and any other details necessary.*
4. *Left click on the blue "SAVE" button at the top middle of the screen.*

Shaun M. left a review for Turner Time

**Google My Business** <googlemybusiness-noreply@google.com>
to me

- Mark as unread
- Mark as important
- Add star
- Create event
- Filter messages like these

## CALENDAR NAVIGATION

### Move a calendar appointment:

1. Hold down left mouse button
2. Drag appointment to new time and/or date

This is the appointment in its original position.

This is the appointment after it has been moved.
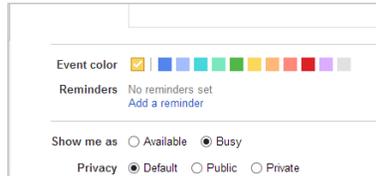
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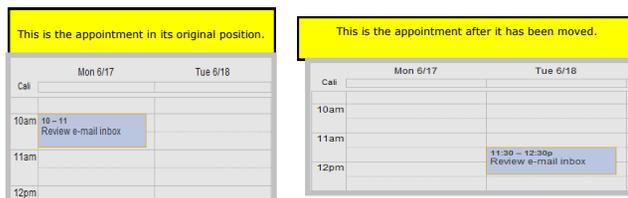
**Streamline: Use ONLY your Google calendar for planning or scheduling all meetings**

✓ Note: include "FLEX" and/or break time

## COLOR CODING APPOINTMENTS

In appointment Left Click on desired "Event color".

| | |
|---|---|
| Event color | ☑ ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛ |
| Reminders | No reminders set<br>Add a reminder |
| Show me as | ○ Available ● Busy |
| Privacy | ● Default ○ Public ○ Private |

## USING SMALLER TIME INCREMENTS

Try scheduling the start time as 2:00 and the end time as 2:15. Manually entering the start and end time of the meeting allows you flexibility. Then calendar event length will be reflected in the size and placement of that event in your calendar.

## CONTACTS 👤

| | |
|---|---|
| Open contact details | **ENTR** |
| Save changes to contact | **CTRL + ENTR** |
| Undo last action | **Z** |
| Search | **/** |

## MOUSE SHORTCUTS 🖱️

- Double left click to select a word
- Triple left click to select a sentence or paragraph
- Hold down CTRL key and scroll mouse wheel to zoom
- Highlight text and drag with mouse to move text
- Highlight text, hold down CTRL key, and drag to copy text to new location
- Hold down ALT key while highlighting text, this allows you to highlight columns of text

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# WHAT'S NEW IN GMAIL

**E-mail Snooze:** You can either snooze the email until later today, until tomorrow, this weekend, next week, or until any future date you pick. The email will then disappear from your inbox and reappear only when the time comes. If you accidentally snooze an email, you can retrieve it from the "All Mail" inbox.

**Attachment reminder:** If an attachment is missing, you will get a notification to alert you before sending out an email. This happens because most of us type something like "please see attached…" in the body of the message.

**View Calendar, Contacts and Tasks without leaving Inbox:** From the side panel on the right, you can quickly see your Calendar, Contacts, or Tasks). you can preview your calendar, Tasks and can search for Contacts.

**Quick Access Controls:** It was always possible to right-click on an email in Gmail and quick take an action, but the list of supported action grew significantly in 2019. You can now move emails to different tabs, archive or delete them, assign labels, or snooze them.

**Suggested Replies:** Do you ever find yourself stuck on what to say to an incoming email? Or do you feel like you say the same things over and over again? Gmail's new "suggested replies" might be ideal for you.

Sounds good, thanks! | Sounds good! | Sounds like a plan!
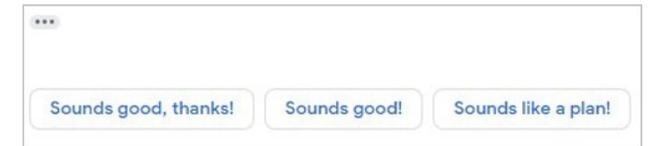
**MOUSE:**

⇒ Left click always selects or opens

⇒ RIGHT click always brings up a menu