


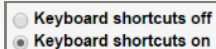
Tip Tuesday

Work Faster with Shortcuts Part 1: Gmail



Use these keyboard shortcuts to help you save time

1. In the upper-right corner of Gmail, click the gear  and choose Settings
2. Scroll down. In the “Keyboard shortcuts” section, click to turn on the keyboard shortcuts
3. At the bottom, click *Save Changes*



Press these keys at the same time	Get this result
Ctrl + Enter	Send message
Ctrl + Shift + c	Add Cc recipients
Ctrl + Shift + b	Add Bcc recipients
Ctrl + Shift + f	Change the “from” address
Ctrl + b	Bold text
Ctrl + i	Italicize text
Ctrl + u	Underline text

Press only these keys	Get this result
s	“Star” a message (Find “Starred” messages quickly by clicking “Starred” on the left)
r	Reply to message
a	Reply All to message
f	Forward message

By using shortcuts, you can stop having to move your hand back and forth from the keyboard to your mouse — which will save you time!

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