Carnegie Mellon University
Computing Services

Get Started with

# Keyboard Shortcuts Comparison

## (Outlook vs. Google Mail and Calendar)

# To enable keyboard shortcuts in Google Mail

1. Visit email.cmu.edu and log in with your **Andrew userID** and **password, if prompted.**
2. Open Duo when prompted and tap **Approve.**
3. Click **Settings (upper right) > See all settings.**
4. Under **Keyboard shortcuts, click Keyboard shortcuts on.**
5. Click **Save Changes (bottom).**

For more information, visit Keyboard shortcuts for Gmail.

| ACTIONS | Outlook SHORTCUTS | Google Mail SHORTCUTS |
|---|---|---|
| Compose | Ctrl + Shift + M | C |
| Send | Alt + S | ⌘/Ctlr + Enter |
| Search mail | Ctrl + E or F3 (search for item) | / |
| Delete | Delete | # |
| Reply | Alt + H, R, P | r |
| Reply all | Alt + H, R, A | a |
| Forward | Alt + H, F, W | f |
| Mark as read | Ctrl + Q | Shift + i |
| Mark as unread | Ctrl + U | Shift + u |
| Mark as important | Insert (Quick flag) | + or = |
| Snooze *(Note: This shortcut isn't available in classic Gmail.)* | Alt + H, X (Ignore a message) | b |
| **JUMPING** | | |
| Go to Inbox | Ctrl + Shift + i | g + i |
| Go to Tasks | Ctrl + E (Find a task or other item) | g + k |

# To enable keyboard shortcuts in Google Calendar

1. Visit calendar.google.com and log in with your **Andrew userID** and **password, if prompted.**
2. Open Duo when prompted and tap **Approve.**
3. Click **Settings (upper right) > Settings.**
4. Click **Keyboard shortcuts (left).**
5. Click the **Enable keyboard shortcuts** checkbox.
6. Click the **arrow** (upper left) to apply your changes.

For more information visit Use keyboard shortcuts in Google Calendar.

| ACTIONS | Outlook SHORTCUTS | Google Mail SHORTCUTS |
|---|---|---|
| Delete | Delete | Backspace or Delete |
| Compose | Ctrl + Shift + M | c (Create event) |
| Print | Alt + F; P, P (from open window) | Ctrl + P |
| **MOVE AROUND THE CALENDAR** | | |
| Refresh your calendar | Send/Receive All Folders (F9) | r |
| Move to the current day | Alt + H, O, D | t |
| **CHANGE YOUR CALENDAR VIEW** | | |
| Day view | Alt + H + R or Ctrl + Alt + 1 | 1 or d |
| Week view | Alt + - (minus sign) | 2 or w |
| Month view | Alt + = (equals sign) | 3 or m |
| **CHANGE YOUR CALENDAR VIEW** | | |
| Create a new event | Ctrl + Shift + A (appointment)<br>Ctrl + Shift + Q (create a meeting request) | c |
| Go to Inbox | Ctrl + D | Backspace or Delete |
| Go to Tasks | Ctrl + Z | Ctrl + z or z |