

# 5 Shift shortcuts are extremely useful when using Gmail

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1. All Gmail shortcuts save time you should know

## 1. Shift + Click

Select multiple data files to send on Gmail.

You can select many different data files to send on Gmail by pressing and holding the Shift key and clicking the File you want to send on your computer.



## 2. Shift + #

Clean up your entire inbox at a glance. Instead of having to delete each letter one by one.

## 3. Shift + I

Mark as read.

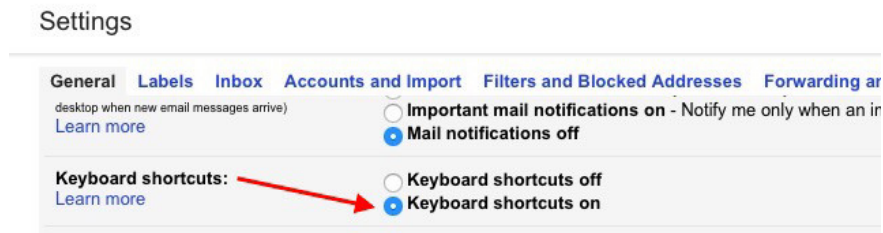
#### 4. Shift + U

Mark as unread mail.

#### 5. Shift + T

Choose an email or open an email then press Shift + T to send email directly to Google Tasks.

#### Note:



To use the Gmail shortcut, go to **Settings > General > Keyboard shortcuts** , then check the **Keyboard Shortcuts On option** .

Then scroll down to the bottom of the page, click **Save Changes** to save the changes and you're done.

#### Refer to some of the following articles:

1. The 10 most useful keyboard shortcuts anyone should memorize
2. Learn the functions of F1 - F12 keys on Windows operating system
3. Summary of shortcuts to know in Windows 10

#### Good luck!

You finished reading the article "**5 Shift shortcuts are extremely useful when using Gmail**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.