



Using Gmail on a PC

The Stack Method™ is the world's best email productivity hack that reduces your email-related stress and gives you back your time.

The following shortcuts will support you in adopting the Stack Method™.

Action	Shortcut
Down List	Up Arrow / J
Up List	Down Arrow / K
Move Email to a Folder	X to Select, then V + the Folder # or name
Opens a Folder	G + L, then Folder #
Navigate Back to Inbox	G, then I
View Message	Enter
Compose	C (or Shift + C for new window)
Switch Between Fields	Tab (or Shift + Tab to go backwards)
Add Cc Recipients	Ctrl + Shift + C
Add Bcc Recipients	Ctrl + Shift + B
Send Messages	Ctrl + Enter
Open Selected Message	X to Select, then Enter
Delete Selected Messages	X to Select, then Shift + 3
Back to Inbox From a Message	U
Select Message(s)	X
Forward	F
Reply	R
Reply All	A
Undo Sent Mail	Z
Archive	Y

Sign up for Stack Setup or Workout sessions to cement the habit at www.doulegemini.com/events.

