



Mail User Guide

Keyboard shortcuts in Mail on Mac

In the Mail app on your Mac, you can quickly accomplish many tasks using keyboard shortcuts. See the shortcuts below, as well as in Mail menus in the [menu bar](#). In app menus, keyboard shortcuts are [represented by symbols](#).

Note: Keyboard shortcuts in apps may vary depending on the language and keyboard layout you're using on your Mac. If the shortcuts below don't work as you expect, look in the app menus in the menu bar to see the correct shortcuts. You can also [use the Keyboard Viewer](#) to see your current keyboard layout, known as an input source.

Action	Shortcut
Start a new email	Command-N
Open a new Mail viewer window	Option-Command-N
Open a new tab in the Mail viewer window	Option-Shift-Command-N You can also press and hold the Shift key while you choose File > New Viewer Tab.
Attach files to your email	Shift-Command-A
Paste text into your email as a quotation	Shift-Command-V
Append selected emails to your email	Option-Command-I

Show the Bcc address field in your email	Option-Command-B
Show the Reply-To address field in your email	Option-Command-R
Get new emails	Shift-Command-N
Erase junk mail	Option-Command-J
Send emails	Shift-Command-D
Unsend email	Command-Z
Reply to the selected email	Command-R
Reply All to the selected email	Shift-Command-R
Forward the selected email	Shift-Command-F
Redirect the selected email	Shift-Command-E
Hide or show the Mail sidebar	Control-Command-S
Enable or disable the Message Filter for the current mailbox	Command-L
Mark emails as read or unread in Mail on Mac	Shift-Command-U

Move the selected emails to the predicted mailbox	Control-Command-M
Move the selected emails to the Junk mailbox	Shift-Command-J
Archive the selected emails	Control-Command-A
Apply active Mail rules	Control-Command-L
Format the current email as Plain Text or Rich Format	Shift-Command-T
Show the Mail viewer window	Command-0
Show the Mail Activity window	Control-Command-0
Close all Mail windows	Option-Command-W

See also

[Send an email in Mail on Mac](#)

[Send emails to groups in Mail on Mac](#)

[Reply to, forward, or follow up on emails in Mail on Mac](#)

[Apple Support article: Mac keyboard shortcuts](#)

Helpful?

[Yes](#)

[No](#)

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