SosoMail keyboard cheat sheet

Shortcuts for each preset in Settings › Shortcuts. — means the action has no key in that preset; Menu means it is in the menu bar only.

Navigation and selection

Action	Gmail	Outlook	Apple Mail	Superhuman
Next thread	j	↓	↓	j
Previous thread	k	↑	↑	k
Open thread	↩ / o	↩	↩	↩
Back to list	u	Esc	Esc	Esc
First thread	g g	⌘↑	⌘↑	g g
Last thread	G	⌘↓	⌘↓	G
Next message	n	⌥↓	⌥↓	n
Previous message	p	⌥↑	⌥↑	p
Expand all	;	⌘⇧E	⌘⇧E	;
Collapse all	:	⌘⇧C	⌘⇧C	:
Page down / page up	Space / ⇧Space	PgDn / PgUp	PgDn / PgUp	Space / ⇧Space
Toggle select	x	⌘click	Space	x
Select all	* a	⌘A	⌘A	⌘A
Deselect all	* n	Esc	Esc	Esc
Select unread in view	* u	—	—	—

Triage

Action	Gmail	Outlook	Apple Mail	Superhuman
Archive	e	⌫	⌃⌘A	e
Trash	#	⌦	⌘⌫	#
Spam	!	⌘⇧J	⌘⇧J	!
Not spam	⇧!	⌘⇧J	⌘⇧J	⇧!
Flag	s	⌘⇧G	⌘⇧L	s
Mark read	⇧I	⌘T	⌘⇧U	⇧I
Mark unread	⇧U	⌘U	⌘⇧U	⇧U
Toggle read	⇧O	⌘⇧O	⌘⇧U	⇧O
Snooze	b	⌘⇧S	⌘⇧S	h
Snooze tonight	b t	—	—	h t
Snooze tomorrow	b m	—	—	h m
Snooze weekend	b w	—	—	h w
Snooze next week	b n	—	—	h n
Unsnooze	b u	—	—	h u
Remind me	b r	⌘⇧H	⌘⇧H	h h

Action	Gmail	Outlook	Apple Mail	Superhuman
Mute	m	⌘⇧M	⌘⇧M	m
Move to	v	⌘⇧V	⌘⇧V	v
Label	l	⌘⇧L	⌘⇧T	l
Remove label	y	—	—	y
Move to Primary / Updates / Promos	⌘⌥1/⌘⌥2/⌘⌥3	⌘⌥1/⌘⌥2/⌘⌥3	⌘⌥1/⌘⌥2/⌘⌥3	⌘⌥1/⌘⌥2/⌘⌥3
Undo	z + ⌘Z	⌘Z	⌘Z	z + ⌘Z
Redo	⌘⇧Z	⌘⇧Z	⌘⇧Z	⌘⇧Z

Compose

Action	Gmail	Outlook	Apple Mail	Superhuman
Compose	c + ⌘N	⌘N	⌘N	c + ⌘N
Reply	r	⌘R	⌘R	r
Reply all	a	⌘⇧R	⌘⇧R	a
Forward	f	⌘J	⌘⇧F	f
Forward as attachment	⇧F	⌘⌥J	⌃⌘F	⇧F
Send	⌘↩	⌘↩	⌘↩	⌘↩
Send later	⌘⇧D	⌘⇧D	⌘⌥D	⌘⇧L
Add attachment	⌘⇧A	⌘⇧A	⌘⇧A	⌘⇧A
Save draft	⌘S	⌘S	⌘S	⌘S
Discard draft	⌘⇧⌫	⌘⇧⌫	⌘⇧⌫	⌘⇧,
Toggle markdown	⌘⇧M	⌘⇧M	⌘⇧M	⌘⇧M
Insert template	⌘⇧T	⌘⇧T	⌘⇧T	;
Rewrite	⌘⇧E	⌘⇧E	⌘⇧E	⌘J
Toggle cc	⌘⇧C	⌘⇧C	⌘⇧C	⌘⇧C
Toggle bcc	⌘⇧B	⌘⇧B	⌥⌘B	⌘⇧B
Focus To / Subject / Body	⌘⌥T/⌘⌥J/⌘⌥B	⌘⌥T/⌘⌥J/⌘⌥B	⌘⌥T/⌘⌥J/⌘⌥B	⌘⌥T/⌘⌥J/⌘⌥B

View

Action	Gmail	Outlook	Apple Mail	Superhuman
Toggle sidebar	⌘⌥S	—	—	—
Toggle reader	⌘⌥R	⌘⌥R	⌘⌥R	⌘⌥R
Layout: three columns / two columns	⌘⌥3 / ⌘⌥2	⌘⌥3 / ⌘⌥2	⌘⌥3 / ⌘⌥2	⌘⌥3 / ⌘⌥2
Toggle unread only	⇧U U	⌘⇧U	⌘⌥U	⌘⇧U
Tab: All / Primary / Updates / Promos	` / 1 / 2 / 3	⌃1–⌃4	⌃1–⌃4	⌘⇧1–⌘⇧4
Toggle conversation style	⌘⌥C	⌘⌥C	⌘⌥C	⌘⌥C
Show headers	⌘⇧H	⌘⇧H	⌘⇧H	⌘⇧H
View source	⌘⌥U	⌘⌥U	⌘⌥U	⌘⌥U
Print	⌘P	⌘P	⌘P	⌘P

Action	Gmail	Outlook	Apple Mail	Superhuman
Copy link	⌘⇧K	⌘⇧K	⌘⇧K	⌘⇧K
Zoom in / zoom out / zoom reset	⌘+ / ⌘- / ⌘⌥0	⌘+ / ⌘- / ⌘⌥0	⌘+ / ⌘- / ⌘⌥0	⌘+ / ⌘- / ⌘⌥0

Go to

Action	Gmail	Outlook	Apple Mail	Superhuman
Go to inbox	g i	⌘⇧I	⌘⇧I	g i
Go to snoozed	g b	⌘⇧B	⌘⇧B	g h
Go to scheduled	g l	—	—	g l
Go to drafts	g d	⌘⇧3	⌘⇧3	g d
Go to sent	g t	⌘⇧2	⌘⇧2	g t
Go to archive	g a	⌘⇧4	⌘⇧4	g e
Go to spam	g !	⌘⇧5	⌘⇧5	g !
Go to trash	g #	⌘⇧6	⌘⇧6	g #
Go to flagged	g s	⌘⇧7	⌘⇧7	g s
All inboxes	⌘0	⌘0	⌘0	⌘0
Account 1 to 9	⌘1–⌘9	⌘1–⌘9	⌘1–⌘9	⌘1–⌘9
Next account / previous account	⌘] / ⌘[	⌘] / ⌘[	⌘] / ⌘[	⌘] / ⌘[

Search, palettes, app

Action	Gmail	Outlook	Apple Mail	Superhuman
Search	/ + ⌘K	⌘⇧F + ⌘K	⌘⌥F + ⌘K	/ + ⌘K
Find in message	⌘F	⌘F	⌘F	⌘F
Command palette	⌘⇧P	⌘⇧P	⌘⇧P	⌘⇧P + ⌘⇧K
Assistant	⌘⇧I	⌘⇧I	⌘⇧I	⌘⇧I
Shortcuts help	?	⌘/	⌘/	?
Settings	⌘,	⌘,	⌘,	⌘,
New viewer window	⌘⌥N	⌘⌥N	⌘⌥N	⌘⌥N
Sync now	⌘⇧R	⌘⇧N	⌘⇧N	⌘⇧R
Sync all	⌘⌥⇧N	⌘⌥⇧N	⌘⌥⇧N	⌘⌥⇧N
Check for updates	Menu	Menu	Menu	Menu
Empty trash	Menu	⌘⇧⌫	⌘⇧⌫	Menu
Mark all read	⌘⌥⇧I	⌘⌥⇧I	⌘⌥⇧I	⌘⌥⇧I
Escape	Esc	Esc	Esc	Esc
Open sign-in link	⌘⇧O	⌘⇧O	⌘⇧O	⌘⇧O
Copy verification code	⌘⇧C	⌘⇧C	⌘⇧C	⌘⇧C
Unsubscribe	Menu	Menu	Menu	Menu
Quick look attachment	Space	Space	Space	Space
Save all attachments	⌘⇧⌥S	⌘⇧⌥S	⌘⇧⌥S	⌘⇧⌥S

The same in every preset

Keys	Action	Where
⌘0	All inboxes	global
⌘1 … ⌘9	Account 1 … account 9	global
⌘K	Search	global
⌘⇧P	Command palette	global
⌘⇧I	Assistant	global
⌘N	Compose	global
⌘,	Settings	global
⌘Z	Undo	global
⌘⇧A	Add attachment	composer
⌘↩	Send	composer
⌘⇧D	Send later	composer
⌘⇧S	Snooze sheet	list/reader
⌘⌥S	Toggle sidebar	global
Esc	Escape	global
⌘W	Close window	global
⌘Q	Quit	global

Vim keys (optional)

Keys	Action
j / k	Next thread / previous thread
g g / G	First thread / last thread
^d / ^u	Page down / page up
x	Toggle select
e	Archive
#	Trash
s	Flag
u	Mark unread / u mark read
r / a / f	Reply / reply all / forward
c	Compose
o / ↩	Open thread / l next message, h previous message
/	Search
:	Command palette
n / N	Next / previous search result
z z	Centre selected row
Esc	Clear count, clear selection, back to list