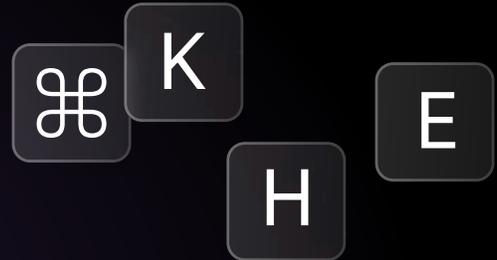


Top 10 Shortcuts to learn in 2026

You already know the essentials — **Cmd+K**, **E**, and **H**. Here are more shortcuts that will save you time, keep you in flow, and help get your new year off to an efficient, effortless start:



Inbox Navigation

Go to inbox: **1**

Jump straight to your inbox.

Open Calendar: **2**

Check your week at a glance.

AI & Automation

Write with AI: **Cmd+J or Ctrl+J**

Generate drafts instantly, refine your tone, or reply at the speed of thought.

Create Event: **B**

Turn any email into a calendar event.

Auto Summarize Email Threads: **i**

Get quick, clean summaries of conversations.

Scheduling & Availability

Share Availability:

Cmd+Shift+A or Ctrl+Shift+A

Drop your availability directly into any email to book meetings fast.

Efficiency Boosters

Unsubscribe: **Cmd+U**

Instantly remove yourself from unwanted lists.

Emoji Picker: **:**

Type a colon, followed by the emoji's name. For example, typing `:smile` would insert 😊

Use Snippet Inline: **;**

Insert canned responses at lightning speed.

Back / Escape: **Esc**

Go back or exit whenever you want to close something or navigate to the previous screen.