# Microsoft Teams Keystrokes

## General Commands

• \*\*Show keyboard shortcuts\*\*: Ctrl + .

• \*\*Go to Search\*\*: Ctrl + E

• \*\*Show commands\*\*: Ctrl + /

• \*\*Open filter\*\*: Ctrl + Shift + F

• \*\*Start new chat\*\*: Ctrl + N

• \*\*Pop out new chat\*\*: Ctrl + Shift + N

• \*\*Open Settings\*\*: Ctrl + ,

• \*\*Open Help\*\*: F1

• \*\*Close\*\*: Esc

• \*\*Zoom in\*\*: Ctrl + =

• \*\*Zoom out\*\*: Ctrl + -

• \*\*Reset zoom level\*\*: Ctrl + 0

• \*\*Report a problem\*\*: Ctrl + Alt + Shift + R

## Navigation Commands

• \*\*Open 1st app on App bar\*\*: Ctrl + 1

• \*\*Open 2nd app on App bar\*\*: Ctrl + 2

• \*\*Open 3rd app on App bar\*\*: Ctrl + 3

• \*\*Open 4th app on App bar\*\*: Ctrl + 4

• \*\*Open 5th app on App bar\*\*: Ctrl + 5

• \*\*Move focus to Left rail item\*\*: Ctrl + L

• \*\*Move focus to message pane\*\*: Ctrl + M

• \*\*Open history menu\*\*: Ctrl + H

• \*\*Go to previous section\*\*: Ctrl + Shift + F6

• \*\*Go to next section\*\*: Ctrl + F6

## Messaging Commands

• \*\*Go to compose box\*\*: Ctrl + R

• \*\*Reply to the latest/selected message\*\*: Alt + Shift + R

• \*\*Expand compose box\*\*: Ctrl + Shift + X

• \*\*Send (expanded compose box)\*\*: Ctrl + Enter

• \*\*Attach file\*\*: Alt + Shift + O

• \*\*Start new line\*\*: Shift + Enter

• \*\*Search current Chat/Channel messages\*\*: Ctrl + F

## Meetings, Calls, and Calendar Commands

• \*\*Leave\*\*: Ctrl + Shift + H

• \*\*Accept video call\*\*: Ctrl + Shift + A

• \*\*Accept audio call\*\*: Ctrl + Shift + S

• \*\*Decline call\*\*: Ctrl + Shift + D

• \*\*Join meeting\*\*: Ctrl + Shift + J

• \*\*Open meeting chat\*\*: Ctrl + Shift + R

• \*\*Start audio call\*\*: Alt + Shift + A

• \*\*Start video call\*\*: Alt + Shift + V

• \*\*Announce raised hands (screen reader)\*\*: Ctrl + Shift + L

• \*\*Raise or lower your hand\*\*: Ctrl + Shift + K

• \*\*Toggle mute\*\*: Ctrl + Shift + M

• \*\*Start screen share session\*\*: Ctrl + Shift + E

• \*\*Toggle video\*\*: Ctrl + Shift + O

• \*\*Go to sharing toolbar\*\*: Ctrl + Shift + Space

• \*\*Decline screen share\*\*: Ctrl + Shift + D

• \*\*Accept screen share\*\*: Ctrl + Shift + A

• \*\*Temporarily unmute\*\*: Ctrl + Space

• \*\*Admit people from lobby notification\*\*: Ctrl + Shift + Y

• \*\*Toggle background blur\*\*: Ctrl + Shift + P

• \*\*Schedule a meeting\*\*: Alt + Shift + N

• \*\*Go to previous day/week\*\*: Ctrl + Alt + Left Arrow

• \*\*Go to next day/week\*\*: Ctrl + Alt + Right Arrow

• \*\*View day\*\*: Ctrl + Alt + 1

• \*\*View workweek\*\*: Ctrl + Alt + 2

• \*\*View week\*\*: Ctrl + Alt + 3

• \*\*Save/send meeting request\*\*: Ctrl + S

• \*\*Join from meeting details\*\*: Alt + Shift + J

• \*\*Go to suggested time\*\*: Alt + Shift + S