

Microsoft Teams macOS Keystrokes

(Teams App/Web App)

Show keyboard shortcuts	Command + Period	Command + Period
Go to search	Command + E	Command + E
Show commands	Command + /	Command + /
Go to	Command + G	Command + Shift + G
Start new chat	Command + N	Option + N
Open settings	Command + Comma	Command + Shift + Comma
Open help	F1	Command + F1
Close	Esc	Esc
Zoom in	Command + Equals Sign	No shortcut
Zoom out	Command + Minus Sign	No shortcut
Return to default zoom	Command + 0 (zero)	No shortcut
Navigation		
Open activity	Command + 1	Command + Shift + 1
Open chat	Command + 2	Command + Shift + 2
Open teams	Command + 3	Command + Shift + 3
Open calendar	Command + 4	Command + Shift + 4
Open calls	Command + 5	Command + Shift + 5
Open files	Command + 6	Command + Shift + 6
Go to previous list item	Left Option + Up	Left Option + Up
Go to next list item	Left Option + Down	Left Option + Down
Move selected team up	Command + Shift + Up	No shortcut
Move selected team down	Command + Shift + Down	No shortcut
Go to previous section	Command + Shift + F6	Command + Shift + F6
Go to next section	Command + F6	Command + F6
Messaging		
Go to compose box	C	C
Expand compose box	Command + Shift + X	Command + Shift + X
Send (expanded compose box)	Command + Enter	Command + Enter
Attach file	Command + O	Command + Shift + O
Start new line	Shift + Enter	Shift + Enter
Reply to thread	R	R
Meetings and Calls		
Accept video call	Command + Shift + A	Command + Shift + A
Accept audio call	Command + Shift + S	Command + Shift + S
Decline call	Command + Shift + D	Command + Shift + D
Start audio call	Command + Shift + C	Command + Shift + C
Start video call	Command + Shift + U	Command + Shift + U
Toggle mute	Command + Shift + M	Command + Shift + M
Toggle video	Command + Shift + O	No shortcut
Toggle full screen	Command + Shift + F	Command + Shift + F
Go to sharing toolbar	Command + Shift + Space	Command + Shift + Space



Developed through a partnership between
Easterseals Crossroads and Bosma Enterprises

indata project

eastersealstech.com • bosma.org