

Microsoft Teams Windows Keystrokes

(Desktop/Web App)

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



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indata project

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