

TEAMS KEYBOARD SHORTCUTS

KEYBOARD LANGUAGE IS:

Show keyboard shortcuts	Ctrl.	Go to Search	CtrlE
Show commands	Ctrl/	Open filter	CtrlShiftF
Goto	CtrlG		
Start new chat	CtrlN	Pop out new chat	CtrlShiftN
Open Settings	Ctrl,	Open Help	F1
Close	Escape	Zoom in	Ctrl=
Zoom out	Ctrl-	Reset zoom level	Ctrl0

NAVIGATION

Open Activity	Ctrl1	Open Chat	Ctrl2
Open Calls	Ctrl3	Open Teams	Ctrl4
Open Calendar	Ctrl5	Open Files	Ctrl6
Open Tasks by Planner and To Do	Ctrl7	Go to previous list item	Alt↑
Go to next list item	Alt↓	Move selected team up	CtrlShift↑
Move selected team down	CtrlShift↓	Open history menu	CtrlShiftH
Go to previous section	CtrlShiftF6	Go to next section	CtrlF6

MESSAGING

Go to compose box	AltShiftC	Reply to thread	AltShiftR
Expand compose box	CtrlShiftX	Send (expanded compose box)	CtrlEnter
Attach file	CtrlO	Start new line	ShiftEnter
Search current Chat/Channel messages	CtrlF		

MEETINGS, CALLS AND CALENDAR

Accept video call	CtrlShiftA	Accept audio call	CtrlShiftS
Decline call	CtrlShiftD	Join meeting	CtrlShiftJ
Open meeting chat	CtrlShiftR	Start audio call	CtrlShiftC
Start video call	CtrlShiftU	Announce raised hands (screen reader)	CtrlShiftL
Raise or lower your hand	CtrlShiftK	Toggle mute	CtrlShiftM
Toggle video	CtrlShiftO	Start screen share session	CtrlShiftE
Go to sharing toolbar	CtrlShiftSpace	Decline screen share	CtrlShiftD
Accept screen share	CtrlShiftA	Temporarily unmute	CtrlSpace
Admit people from lobby	CtrlShiftY	Toggle background blur	CtrlShiftP
Schedule a meeting	AltShiftN	Go to current time	Alt.
Go to previous day/week	CtrlAlt←	Go to next day/week	CtrlAlt→