



# Microsoft Teams Keyboard Shortcuts



## General

Action	In the Desktop app	In the 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 a new chat	Ctrl + N	Alt + N
Open Settings	Ctrl + , (comma)	Ctrl + , (comma)
Open Help	F1	Ctrl + F1
Open Filter	Ctrl + Shift + F	Ctrl + Shift + F
Close	Esc	Esc
Open apps flyout	Ctrl + ` (grave)	Ctrl + ` (grave)
Zoom out	Ctrl + - (minus sign)	Ctrl + - (minus sign)
Zoom in	Ctrl + + (plus sign)	Ctrl + + (plus sign)
Reset zoom level	Ctrl + 0 (zero)	Ctrl + 0 (zero)

## Navigation

Action	In the Desktop app	In the Web app
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 + ↑	Alt + ↑
Go to next list item	Left Alt + ↓	Alt + ↓
Move selected team up	Ctrl + Shift + ↑	No shortcut
Move selected team down	Ctrl + Shift + ↓	No shortcut
Go to previous section	Ctrl + Shift + F6	Ctrl + Shift + F6
Go to next section	Ctrl + F6	Ctrl + F6

\* Based on the default app bar configuration. If you've changed the order of your apps, the command depends on the app's sequential order on the app bar.

Find more Teams Tips & Tricks at:  
[TheSoftwarePro.com/Teams](https://TheSoftwarePro.com/Teams)

## Messaging

Action	In the Desktop app	In the Web app
Go to compose box	<b>Alt</b> + <b>Shift</b> + <b>C</b>	<b>Alt</b> + <b>Shift</b> + <b>C</b>
Expand compose box	<b>Ctrl</b> + <b>Shift</b> + <b>X</b>	<b>Ctrl</b> + <b>Shift</b> + <b>X</b>
Send (expanded compose box)	<b>Ctrl</b> + <b>Enter</b>	<b>Ctrl</b> + <b>Enter</b>
Attach file	<b>Ctrl</b> + <b>O</b>	<b>Ctrl</b> + <b>Shift</b> + <b>O</b>
Start new line	<b>Shift</b> + <b>Enter</b>	<b>Shift</b> + <b>Enter</b>
Reply to thread	<b>Alt</b> + <b>Shift</b> + <b>R</b>	<b>Alt</b> + <b>Shift</b> + <b>R</b>
Mark as important	<b>Ctrl</b> + <b>Shift</b> + <b>I</b>	<b>Ctrl</b> + <b>Shift</b> + <b>I</b>

## Meetings, Calls & Calendar

Action	In the Desktop app	In the Web app
Schedule a meeting	<b>Alt</b> + <b>Shift</b> + <b>N</b>	<b>Alt</b> + <b>Shift</b> + <b>N</b>
Save/send meeting request	<b>Ctrl</b> + <b>S</b>	<b>Ctrl</b> + <b>S</b>
Join from meeting details	<b>Alt</b> + <b>Shift</b> + <b>J</b>	<b>Alt</b> + <b>Shift</b> + <b>J</b>
Admit people from lobby	<b>Ctrl</b> + <b>Shift</b> + <b>Y</b>	<b>Ctrl</b> + <b>Shift</b> + <b>Y</b>
Accept video call	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>
Accept audio call	<b>Ctrl</b> + <b>Shift</b> + <b>S</b>	<b>Ctrl</b> + <b>Shift</b> + <b>S</b>
Decline call or screen share	<b>Ctrl</b> + <b>Shift</b> + <b>D</b>	<b>Ctrl</b> + <b>Shift</b> + <b>D</b>
Start audio call	<b>Ctrl</b> + <b>Shift</b> + <b>C</b>	<b>Ctrl</b> + <b>Shift</b> + <b>C</b>
Start video call	<b>Ctrl</b> + <b>Shift</b> + <b>U</b>	<b>Ctrl</b> + <b>Shift</b> + <b>U</b>
Toggle mute	<b>Ctrl</b> + <b>Shift</b> + <b>M</b> or <b>Spacebar</b>	<b>Ctrl</b> + <b>Shift</b> + <b>M</b> or <b>Spacebar</b>
Toggle video	<b>Ctrl</b> + <b>Shift</b> + <b>O</b>	No shortcut
Toggle full screen	<b>Ctrl</b> + <b>Shift</b> + <b>F</b>	<b>Ctrl</b> + <b>Shift</b> + <b>F</b>
Toggle background settings	<b>Ctrl</b> + <b>Shift</b> + <b>P</b>	<b>Ctrl</b> + <b>Shift</b> + <b>P</b>
Open sharing toolbar	<b>Ctrl</b> + <b>Shift</b> + <b>Space</b>	<b>Ctrl</b> + <b>Shift</b> + <b>Space</b>
Share your screen	<b>Ctrl</b> + <b>Shift</b> + <b>E</b>	<b>Ctrl</b> + <b>Shift</b> + <b>E</b>
Accept screen share	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>	<b>Ctrl</b> + <b>Shift</b> + <b>A</b>
Raise hand	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>	<b>Ctrl</b> + <b>Shift</b> + <b>K</b>
Go to next day/week	<b>Ctrl</b> + <b>Alt</b> + <b>→</b>	<b>Ctrl</b> + <b>Alt</b> + <b>→</b>
Go to previous day/week	<b>Ctrl</b> + <b>Alt</b> + <b>←</b>	<b>Ctrl</b> + <b>Alt</b> + <b>←</b>
View day	<b>Ctrl</b> + <b>Alt</b> + <b>1</b>	<b>Ctrl</b> + <b>Alt</b> + <b>1</b>
View workweek	<b>Ctrl</b> + <b>Alt</b> + <b>2</b>	<b>Ctrl</b> + <b>Alt</b> + <b>2</b>
View week	<b>Ctrl</b> + <b>Alt</b> + <b>3</b>	<b>Ctrl</b> + <b>Alt</b> + <b>3</b>
Go to current time	<b>Alt</b> + <b>.</b> (period)	<b>Alt</b> + <b>.</b> (period)
Go to suggested time	<b>Alt</b> + <b>Shift</b> + <b>S</b>	<b>Alt</b> + <b>Shift</b> + <b>S</b>