Teams Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

The Keyboard Coach
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Basics

Ctrl + . or Alt + /	Show keyboard shortcuts
Ctrl + Comma	Open Settings
F1	Open Help
Esc	Close the current dialog or panel

Find

Ctrl + E	Go to Search
Ctrl + Shift + F	Open filter
Ctrl + F	Find in the current chat or channel

Chat

Ctrl + N	Start a new chat
Ctrl + Shift + N	Start a chat in a new window
Ctrl + O	Open an existing conversation in a new window
Alt + Shift + R	Reply to the last message
Ctrl + J	Jump to the last read or newest message
Shift + Esc	Mark all messages as read
Ctrl + Alt + R	React to the last message
Ctrl + Alt + U	See all unread chats

Navigate

Ctrl + G	Go to a specific chat or channel
Ctrl + 1	Open the first app on the app bar
Ctrl + 2	Open the second app on the app bar
Ctrl + L	Move focus to the chat or channel list
Ctrl + M	Move focus to the message pane
Ctrl + 3	Open the third app on the app bar
Ctrl + 4	Open the fourth app on the app bar
Ctrl + 5	Open the fifth app on the app bar
Ctrl + 6	Open the sixth app on the app bar
Tab	Move to the next element
Shift + Tab	Move to the previous element
Alt + Left arrow	Go back

Compose

Ctrl + R	Go to the compose box
Ctrl + Shift + X	Expand the compose box
Ctrl + Enter	Send from the expanded compose box
Shift + Enter	Start a new line
Alt + Shift + O	Attach a file
Ctrl + Shift + B	Insert a code block
Ctrl + B	Apply bold formatting
Ctrl + Shift + I	Mark a message as important

Meetings

Ctrl + Shift + M	Toggle mute in a meeting or call
Ctrl + Spacebar	Temporarily unmute
Ctrl + Shift + O	Toggle video
Ctrl + Shift + K	Raise or lower your hand
Ctrl + Shift + A	Accept an incoming video call
Ctrl + Shift + E	Open the share content tray in a meeting
Ctrl + Shift + S	Accept an incoming audio call
Ctrl + Shift + H	Hang up the current call
Ctrl + Shift + D	Decline an incoming call
Ctrl + Shift + U	Toggle the speaker on or off
Ctrl + Shift + Y	Admit people from the lobby notification
Alt + Shift + V	Start a video call

View

Ctrl + Equal	Zoom in on the Teams app
Ctrl + Minus	Zoom out on the Teams app
Ctrl + 0	Reset the Teams zoom level