# Zoom keyboard shortcuts for Windows

You can view and edit keyboard shortcuts in your **Keyboard Shortcuts** settings.

1. Sign in to the Zoom desktop client.
2. Click your profile picture then click **Settings**.
3. Click **Keyboard Shortcuts**.

The keyboard shortcuts will appear.

## Editing shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

## **Available shortcuts**

### General

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| **Action** | **Keyboard shortcut** |
| Navigate among zoom group windows | F6 |
| Move focus to zoom meeting controls | Ctrl+Alt+Shift |

### Meeting

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| **Action** | **Keyboard shortcut** |
| View previous 25 participants in gallery view | PageUp |
| View next 25 in gallery view | PageDown |
| Turn on/off the option Always show meeting controls in General settings | Alt |
| Switch to active speaker view in video meeting | Alt+F1 |
| Switch to gallery video view in video meeting | Alt+F2 |
| Close the current window | Alt+F4 |
| Start/stop video | Alt+V |
| Mute/unmute audio | Alt+A |
| Mute/unmute audio for everyone except hostNote: For the meeting host only | Alt+M |
| Launch share screen window and stop screen shareNote: Will only work when meeting control toolbar has focus | Alt+S |
| Start/stop new screen share Note: Will only work when meeting control toolbar has focus | Alt+Shit+S |
| Pause or resume screen share Note: Will only work when meeting control toolbar has focus | Alt+T |
| Start/stop local recording | Alt+R |
| Start/stop cloud recording | Alt+C |
| Pause or resume recording | Alt+P |
| Switch camera | Alt+N |
| Enter or exit full screen | Alt+F |
| Display/hide in-meeting chat panel | Alt+H |
| Display/hide participants panel | Alt+U |
| Open invite window | Alt+I |
| Raise/lower hand | Alt+Y |
| Gain remote control | Alt+shift+R |
| Stop remote control | Alt+shift+G |
| Read active speaker name | Ctrl+2 |
| Show/hide floating meeting controls | Ctrl+Alt+shift+H |

### Chat

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| **Action** | **Keyboard shortcut** |
| Screen shot | Alt+Shift+T |
| Switch between Portrait/Landscape View | Alt+ L |
| Close current chat session | Ctrl+W |
| Go to previous chat | Ctrl+up |
| Go to next chat | Ctrl+down |
| Jump to chat with someone | Ctrl+T |
| search | Ctrl+F |
| Move to next tab | Ctrl+Tab |
| Move to previous tab | Ctrl+shift+Tab |

### Phone

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| **Action** | **Keyboard shortcut** |
| [Call highlighted phone number](https://support.zoom.us/hc/en-us/articles/360027633731) | Ctrl+Shift+P |
| Accept incoming call | Ctrl+Shift+A |
| Decline incoming call | Ctrl+Shift+D |
| End call | Ctrl+Shift+E |
| Mute/unmute | Ctrl+Shift+M |
| Hold/unhold | Ctrl+Shift+H |

## **Index**

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) **⌘** | Windows windows |
| Delete | Backspace |
| Return | Enter |

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