# Microsoft teams keyboard shortcuts microsoft teams icon image

Keyboard shortcuts can be shown on screen by typing Keys into the search box or clicking keyboard shortcuts from the dropdown which appears by clicking your name at the top right.

The shortcut key to show keyboard shortcuts is Ctrl and period (.)

## Navigation

|  |  |  |
| --- | --- | --- |
| **Action** | **Desktop app** | **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+Up  arrow key | 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 |

## Navigation continued

|  |  |  |
| --- | --- | --- |
| **Action** | **Desktop app** | **Web app** |
| 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 |

## General

|  |  |  |
| --- | --- | --- |
| **Action** | **Desktop app** | **Web app** |
| Show keyboard shortcuts | Ctrl+Period (.) | Ctrl+Period (.) |
| Go to Search | Ctrl+E | Ctrl+E |
| Show commands | Ctrl+Slash (/) | Ctrl+Slash (/) |
| Goto | Ctrl+G | Ctrl+Shift+G |
| Start a new chat | Ctrl+N | Left Alt+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 |

## Messaging

|  |  |  |
| --- | --- | --- |
| **Action** | **Desktop app** | **Web app** |
| Start a new conversation | Alt+Shift+C | Alt+Shift+C |
| Go to compose box | Alt+Shift+C | Alt+Shift+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 a thread | Alt+Shift+R | Alt+Shift+R |
| Mark as important | Ctrl+Shift+I | Ctrl+Shift+I |

## Meetings and Calls

|  |  |  |
| --- | --- | --- |
| **Action** | **Desktop app** | **Web app** |
| 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+U | Ctrl+Shift+U |
| Toggle mute | Ctrl+Shift+M | Ctrl+Shift+M |
| Toggle video | Ctrl+Shift+O | No shortcut |
| Filter current list | Ctrl+Shift+F | Ctrl+Shift+F |
| Go to sharing toolbar | Ctrl+Shift+  Space | Ctrl+Shift+Space |

## 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 |

|  |
| --- |
| Visibility Scotland is the trading name of GWSSB (formerly Glasgow and West of Scotland Society for the Blind). GWSSB is a company registered in Scotland, limited by guarantee with its registered office at 2 Queen’s Crescent, Glasgow, being a recognised Scottish Charity. Registered number SC116552. Scottish Charity Number SC009738. |

# End of document