

Microsoft Teams - Lesson 16: Keyboard shortcuts

Open Microsoft Teams and try these handy shortcuts. Popular options appear in bold.

Supporting video: <https://www.youtube.com/watch?v=RllgZc0UE5g>

Navigation Shortcuts - Moving around in the Teams interface.

To open task pane options	In the Desktop app, press	In the Web app, press
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

Conversation Shortcuts – Click the **Teams** icon on the left task pane to use these options

To do this	In the Desktop app, press	In the Web app, press
Start a new conversation	Alt+Shift+C	Alt+Shift+C
Expand compose box	Ctrl+Shift+X	Ctrl+Shift+X
Send conversation	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
Search current messages	Ctrl+F	Ctrl+F

Calendar shortcuts - Click the **Calendar** icon on the left task pane to use these options

To do this	In the Desktop app, press	In the Web app, press
Schedule a meeting	Alt+Shift+N	Alt+Shift+N
Go to previous day/week	Ctrl+Alt+Left arrow key	Ctrl+Alt+Left arrow key
Go to next day/week	Ctrl+Alt+Right arrow key	Ctrl+Alt+Right arrow key
View day	Ctrl+Alt+1	Ctrl+Alt+1
View workweek	Ctrl+Alt+2	Ctrl+Alt+2
View week	Ctrl+Alt+3	Ctrl+Alt+3

Chat shortcuts - Click the **Chat** icon on the left task pane to use these options

To do this	In the Desktop app, press	In the Web app, press
Start a blank chat	Ctrl+N	Left Alt+N
Start audio call	Click a recipient then Ctrl+Shift+C	Ctrl+Shift+C
Start video call	Click a recipient then Ctrl+Shift+U	Ctrl+Shift+U

Meetings and Calls Shortcuts – use these during video meetings or audio calls

To do this	In the Desktop app, press	In the Web app, press
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
Toggle mute during a meeting	Ctrl+Shift+M	Ctrl+Shift+M
Announce raised hands with screen reader	Ctrl+Shift+L	Ctrl+Shift+L
Raise or lower your hand	Ctrl+Shift+K	Ctrl+Shift+K
Start screen share session	Ctrl+Shift+E	No shortcut
Hide/Show video camera	Ctrl+Shift+O	No shortcut
Go to sharing toolbar	Ctrl+Shift+Space	Ctrl+Shift+Space
Decline screen share	Ctrl+Shift+D	No shortcut
Accept screen share	Ctrl+Shift+A	No shortcut
Admit people from lobby notification	Ctrl+Shift+Y	No shortcut
Toggle background blur	Ctrl+Shift+P	No shortcut
Join from meeting details	Alt+Shift+J	Alt+Shift+J