



Cisco Webex App (Mac) cheat sheet

General shortcuts

Cmd + F	Sets focus in the global search
Cmd + [	Go back in history to the previous item
Cmd +]	Go forward in history. Used after going back in history
(Not assigned)	Switches to the home tab
Shift + Cmd + A	Switches to the messaging tab
Shift + Cmd + T	Switches to the teams tab
Shift + Cmd + G	Switches to the contacts tab
Shift + Cmd + C	Switches to the calling tab
Shift + Cmd + B	Switches to the meetings tab
Shift + Cmd + O	Switches to the personal insights tab
Shift + Cmd + V	Switches to the voicemails tab
(Not assigned)	Opens the health center
Cmd + ,	Open the preferences window
Ctrl + L	Show assistant panel
Shift + Enter	Advanced message searching
Ctrl + Option + Shift + D	Opens the diagnostics window
Option + Cmd + Q	Expand and collapse the navigation menu
Cmd + /	Open shortcut menu
Shift + F10	Context menu
(Not assigned)	Sign out from application
Cmd + Q	Quit application
Cmd + M	Minimizes the window
Cmd + N	Maximizes the window
Cmd + W	Closes the window

Find and replace

Cmd + H	Hide application windows
Option + Cmd + H	Hide other application windows
Ctrl + Cmd + -	Zoom application window

Messaging shortcuts

Shift + Cmd + F	Search within a space. The space should be open
Shift + Cmd + P	Opens the send direct message

panel

Shift + Cmd + N	Create a space
Cmd + 1	Opens all spaces and direct message list
Cmd + 2	Opens message notification list
Cmd + 4	Opens unread message list
Cmd + 5	Opens Direct Message list
Cmd + 6	Opens favorites list
Cmd + 7	Opens @mentions to me list
Cmd + 8	Opens @mentions to all list
Cmd + 9	Opens flagged messages list
Cmd + 3	Go to drafts message list. Opens drafts list
(Not assigned)	Opens threads list
(Not assigned)	Goes to the last message in focus
Ctrl + Cmd + M	Opens messages tab within a conversation
Ctrl + Cmd + C	Opens space content tab within a conversation
Option + Cmd + E	Leave the current open space
Option + Cmd + P	Add people to the open space
Ctrl + J	Opens the bitmoji sticker panel
Ctrl + G	Opens the Gif panel
Ctrl + Cmd + Space	Opens the emoji panel
Option + Cmd + A	Invokes the attach file command in the current conversation
Option + Up arrow	Navigate up in the space list
Option + Down arrow	Navigate down in the space list
Option + Cmd + Left arrow	Collapses all the sections in the space list
Option + Cmd + Right arrow	Expands all the sections in the space list
Option + Shift + Cmd + W	Create a new whiteboard
Shift + Cmd + W	Show whiteboards for the current space
(Not assigned)	Opens the space settings
Shift + Up arrow	Edits the last sent message in space

(Not assigned)	Scrolls to the new messages
Cmd + +	Increases the font size of the messages in space or sharing content
Cmd + -	Decreases the font size of the messages in space or sharing content
Shift + Cmd + K	Inserts the personal meeting room link in the message input area
Cmd + S	Screen capture a portion of the screen
Option + Cmd + S	Screen capture a portion of the screen with minimizing the client
Option + Cmd + V	Toggles the favorite space
Cmd + Enter	Calls the selected searched person(People only)
Option + Shift + Cmd + T	Go to selected team
Ctrl + Shift + Y	Reloads the space
Ctrl + Cmd + T	View space settings
Option + Cmd + N	Toggles the notify on all messages
Option + Shift + Cmd + P	Switches to the people tab in the current space
Shift + Cmd + L	Switches to the links tab in the current space
(Not assigned)	New message button
(Not assigned)	New reply button
(Not assigned)	Jumps to the bottom
Option + Cmd + K	Copies the current space details to clipboard
(Not assigned)	Focuses on the main conversation window
(Not assigned)	Focuses the text input box in the messaging area
Ctrl + Cmd + S	Opens the quick message dialog

Meetings and Calling shortcuts

Ctrl + Shift + Enter	Start a call
Ctrl + Enter	Start a video call
Cmd + L	End a call
Ctrl + Shift + C	Answer an incoming call

(Not assigned)	Answer an incoming call with a message
(Not assigned)	Show Hide Calling Dock
Ctrl + Option + H	Hold/Resume call
Shift + Cmd + D	Decline a call
Ctrl + Cmd + Option + H	Highlight to call
Option + Cmd + T	Transfer a call
Shift + Cmd + M	Toggle mute audio on a call
Ctrl + Shift + V	Start or stop video on a call
Ctrl + Shift + M	Switch smart audio mode
Ctrl + Shift + D	Starts sharing content
Shift + Option + P	Show or hide the video view while sharing
Cmd + O	Shares a file or a video
Ctrl + Shift + S	Pauses or resumes sharing
Ctrl + Shift + Z	Stops sharing
Ctrl + Shift + Q	Enters clean mode during sharing
Cmd + Del	Clears all annotations on the whiteboard
Ctrl + Shift + H	Show or hide meeting controls
Option + Cmd + Z	Starts annotations
Option + Cmd + X	Stop annotations
(Not assigned)	Add a guest
Ctrl + Shift + F	Switch to full screen
Cmd + T	Show thumbnail view
Ctrl + Shift + K	Opens dialpad
Shift + Cmd + R	Raise or lower hand
Shift + Cmd + E	Open or close the Chat pane
Option + Cmd + J	Don't read out in meeting chat notifications
Option + Cmd + W	Open or close interpretation dialog
Shift + Cmd + X	Show or hide participant videos
Shift + Cmd + H	Show or hide participants without video
Ctrl + Shift + I	Show or hide participant name in videos
Ctrl + Shift + L	Lower all participant hands
Cmd + R	Lock or unlock a meeting
Cmd + E	Remove attendee

Ctrl + Shift + G	Admit participants from lobby
(Not assigned)	Start an audio call from search
(Not assigned)	Start a video call from search
(Not assigned)	Starts remote desktop control
Ctrl + Shift + A	Start or stop closed captions
Shift + A	Focus on the closed captions menu
Cmd + Up arrow	Shows previous slide during sharing
Cmd + Down arrow	Shows next slide during sharing
(Not assigned)	Allow all participants share
Cmd + F6	Switch focus to meeting notification
Ctrl + Cmd + K	Set local share control keywindow
Option + Shift + Cmd + S	Switch focus between floating windows
Shift + Cmd + Y	Open reactions panel in meetings
Option + Cmd + 4	Send a thumbs up reaction in the meeting
Option + Cmd + 5	Send a clapping hands reaction in the meeting
Option + Cmd + 6	Send a haha reaction in the meeting
Option + Cmd + 7	Send a celebrate reaction in the meeting
Option + Cmd + 8	Send a love reaction in the meeting

Formatting shortcuts

Shift + Enter	Add new line in message
Cmd + K	Add link to the message
Option + Cmd + F	Turn markdown on/off
Cmd + B	Bold on/off for the selected text
Cmd + I	Italics on/off for the selected text
Cmd + U	Underline on/off for the selected text
Option + Cmd + 1	Sets heading size 1
Option + Cmd + 2	Sets heading size 2
Option + Cmd + 3	Sets heading size 3

Cmd + A	Selects all content
Shift + Cmd + Z	Redo typing
Cmd + Z	Undo typing
Cmd + ;	Shows the spelling and grammar panel
Option + Shift + Cmd + V	Pastes and matches the style of the copied text (windows pastes as snippet pasteSpecial)
Cmd + C	Copy
Cmd + V	Paste
Cmd + X	Cut
Fn + Down arrow	Page down
Fn + Up arrow	Page up
(Not assigned)	Toggles numbered list
(Not assigned)	Toggles bulleted list
(Not assigned)	Toggles code block
(Not assigned)	Toggles strike through
(Not assigned)	Toggles subscript
(Not assigned)	Toggles superscript
(Not assigned)	Toggles inline code

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More information: defkey.com/az/cisco-webex-app-mac-shortcuts

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