



Microsoft Teams (Desktop) cheat sheet

General

Ctrl + .	Show keyboard shortcuts
Ctrl + E	Go to Search
Ctrl + /	Show commands
Ctrl + G	Go to
Ctrl + N	Start a new chat
Ctrl + ,	Open Settings
F1	Open Help
Esc	Close
Ctrl + =	Zoom in
Ctrl + -	Zoom out

Navigation

Ctrl + 1	Open Activity
Ctrl + 2	Open Chat
Ctrl + 3	Open Teams
Ctrl + 4	Open Calendar
Ctrl + 5	Open Calls
Ctrl + 6	Open Files
Left arrow Alt + Up arrow	Go to previous list item
Left arrow Alt + Down arrow	Go to next list item
Ctrl + Shift + Up arrow	Move selected team up
Ctrl + Shift + Down arrow	Move selected team down
Ctrl + Shift + F6	Go to previous section
Ctrl + F6	Go to next section

Messaging

C	Go to compose box
Ctrl + Shift + X	Expand compose box
Ctrl + Enter	Send (expanded compose box)
Ctrl + O	Attach file
Shift + Enter	Start new line
R	Reply to thread
Ctrl + Shift + I	Mark as important

Meeting and calls

Ctrl + Shift + A	Accept video call
Ctrl + Shift + S	Accept audio call
Ctrl + Shift + D	Decline call
Ctrl + Shift + C	Start audio call
Ctrl + Shift + U	Start video call
Ctrl + Shift + M	Toggle mute
Ctrl + Shift + O	Toggle video
Ctrl + Shift + F	Toggle fullscreen
Ctrl + Shift + Space	Go to sharing toolbar

Misc

Ctrl + Shift + E	Start screen sharing session
Alt + Shift + N	Plan a meeting
Ctrl + Alt + Left arrow	Go to previous day / week
Ctrl + Alt + 1	Display day
Ctrl + Alt + 2	Display work week
Ctrl + Alt + 3	Display week
Alt + Shift + J	Join from meeting details
Ctrl + Shift + P	Toggle background blur
Alt + .	Go to current time
Ctrl + Alt + Right arrow	Go to next day / week
Ctrl + S	Send / Save meeting request
Alt + Shift + S	Go to recommended time

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More information: defkey.com/bg/microsoft-teams-desktop-shortcuts

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