

# Cisco Webex cheat sheet

## New meeting shortcuts

Ctrl + Shift + Q	Show or hide the meeting controls
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## Windows

Alt + F4	Close any dialog box
Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + A	Copy text from the Chat panel
Ctrl + Alt + A	Share an application
Ctrl + Alt + D	Share your screen
Ctrl + Alt + N	Share a whiteboard
Ctrl + Alt + O	Share a file or video
Ctrl + Alt + Shift	Show the Meeting Controls panel while sharing
Ctrl + Alt + Shift + H	Hide the Meeting controls, panels, and notifications while sharing
Ctrl + Alt + S	Allow all participants to share
Ctrl + K	Assign privileges to participants
Ctrl + M	Mute or unmute the selected user
Ctrl + O	Browse to open and share a file
Ctrl + Shift + <	Rotate the page left
Ctrl + Shift + >	Rotate the page right
Ctrl + Shift + Q	Show or hide the meeting controls
Ctrl + Shift + T	Transfer a file for participants to download
Ctrl + Shift + W	Adjust the page size to the available screen space
Ctrl + Shift + Y	Synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer
Ctrl + Tab	Switch between Panel View
Ctrl + Tab	Switch between tabs in the following dialog boxes: Invite and Remind, Preferences, Meeting Options, Participant Privileges
Ctrl + W	Close a shared file or whiteboard

Ctrl + Y	Redo the last action
Ctrl + Z	Undo the last action
Esc	Cancel an action, close an active window or menu, or display the meeting controls, panels, and notifications in full screen sharing mode
F1	Access Webex Meetings Help
F6	Switch between the content area and the panels area
Page Down	During file sharing, use to advance to the next slide
Page Up	During file sharing, use to return to the previous slide
Shift + F10	Use right click menus in the following panels and elements: Participant panel, Chat panel, Notes panel, Closed Captions panel, File Transfer window, Shared whiteboard and file tabs, Work with the participant list, Copy text from the Chat panel

## Mac

Alt + Cmd + B	Share a web browser
Alt + Cmd + K	Share your screen
Alt + Cmd + P	Share a file or video
Cmd + ,	Open preferences
Cmd + 0	Adjust the page size to the available screen space
Cmd + <	Zoom out
Cmd + >	Zoom in
Cmd + H	Hide the Meeting controls, panels, and notifications
Cmd + K	Assign privileges to participants
Cmd + L	End the meeting
Cmd + N	Share a whiteboard
Cmd + O	Browse to open and share a file
Cmd + Option + 0	Adjust the page size to the available width
Cmd + R	Lock the meeting
Cmd + Shift + L	Rotate the page left
Cmd + Shift + M	Mute or unmute the selected

user

Cmd + Shift + N	Add page
Cmd + Shift + R	Rotate the page right
Cmd + Shift + U	Mute All
Cmd + Shift + Z	Redo the last action
Cmd + Shift + \	Show all tabs
Cmd + T	Transfer a file for participants to download
Cmd + W	Close a shared file or whiteboard
Cmd + Y	Synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer
Cmd + Z	Undo the last action
Esc	Cancel an action, close an active window or menu, or display the meeting controls, panels, and notifications in full-screen sharing mode

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More information: [defkey.com/cisco-webex-shortcuts](https://defkey.com/cisco-webex-shortcuts)[Customize this PDF...](#)