

Microsoft Teams (Desktop) cheat sheet

General

Ctrl + .	Show keyboard shortcuts
----------	-------------------------

Navigation

Ctrl + 3	Open Teams
Ctrl + 6	Open Files

Messaging

C	Go to compose box
Ctrl + Shift + X	Expand compose box
Ctrl + Enter	Send (expanded compose box)
Shift + Enter	Start new line
Ctrl + Shift + I	Mark as important

Meeting and calls

Ctrl + Shift + A	Accept video call
Ctrl + Shift + C	Start audio call
Ctrl + Shift + U	Start video call
Ctrl + Shift + M	Toggle mute
Ctrl + Shift + O	Toggle video

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 + 3	Display week
Alt + Shift + J	Join from meeting details
Ctrl + Shift + P	Toggle background blur

Last modification: 4/30/2020 7:06:53 AM

More information: defkey.com/microsoft-teams-desktop-shortcuts?filter=basic

[Customize this PDF...](#)