



Microsoft Teams (macOS, desktop) cheat sheet

General

Cmd + .	Show keyboard shortcuts
Cmd + E	Go to Search
Cmd + /	Show commands
Cmd + G	Go to
Cmd + N	Start a new chat
Cmd + ,	Open Settings
F1	Open Help
Esc	Close
Cmd + =	Zoom in
Cmd + -	Zoom out
Cmd + 0	Return to default zoom

Navigation

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

Messaging

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

Meeting and calls

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

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

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