

Skype cheat sheet

New Skype shortcuts (Windows)

Ctrl + I	Open Notification panel
Ctrl + ,	Open app settings
Ctrl + H	Open Help in default browser
Ctrl + D	Launch main dial pad
Ctrl + N	Start new conversation
Ctrl + G	New group
Ctrl + F	Search contacts and messages
Alt + 1	Navigate to recent chats
Alt + 2	Open contacts
Alt + 3	Open contact screen to bots
Ctrl + O	Send feedback
Ctrl + R	Refresh the app
Ctrl + T	Open themes
Up arrow	(After sending a message) Edit the last message sent
Ctrl + P	Show conversation profile
Ctrl + Shift + A	Add people to conversation
Ctrl + Shift + F	Send a file
Ctrl + Shift + U	Mark as unread
Ctrl + Shift + K	Start a video call
Ctrl + Shift + P	Start an audio call
Ctrl + Shift + G	Open gallery
Ctrl + E	Hang up
Ctrl + M	Mute
Down arrow	Select the next message in the chat list
Up arrow	Select the previous message in the chat list

New Skype shortcuts (Mac)

Cmd + 1	Open the main Skype window
Cmd + Shift + O	Open Notification panel
Cmd + Shift + I	Open app settings
Cmd + 2	Launch main dial pad
Cmd + N	Start new conversation
Cmd + G	New group
Cmd + F	Search contacts and messages
Cmd + Shift + C	Open contacts

Cmd + Shift + B	Open contact screen to bots
Cmd + Option + O	Send feedback
Cmd + R	Refresh the app
Cmd + T	Open themes
Cmd + Shift + E	Edit the last message sent
Cmd + I	Show conversation profile
Cmd + Shift + A	Add people to conversation
Cmd + Shift + F	Send a file
Cmd + Shift + U	Mark as unread
Cmd + Shift + K	Start a video call
Cmd + Shift + R	Start an audio call
Cmd + Shift + G	Open gallery
Cmd + Shift + H	Hang up
Cmd + Shift + M	Mute
Cmd + Down arrow	Select the next message in the chat list
Cmd + Up arrow	Select the previous message in the chat list

Skype for Windows 10

Ctrl + I	Open self profile
Ctrl + ,	Open Settings
Ctrl + H	Open Help in default browser
Ctrl + D	Launch main dialpad
Ctrl + N	Start new conversation
Ctrl + F	Search contacts and messages
Ctrl + F4	Hide conversation
Ctrl + P	Show conversation profile
Ctrl + E	Hang up call
Ctrl + M	Mute
Up arrow	After sending message, edit the last message sent
Alt + 1	Navigate to recents
Alt + 2	Navigate to contacts
Alt + 3	Navigate to bots
Ctrl + Shift + A	Add people to conversation
Ctrl + Shift + F	Send a file
Ctrl + Shift + U	Mark as unread
Ctrl + Shift + H	Toggle hold/resume state of active call

Ctrl + Shift + K	Start a video call
Ctrl + Shift + P	Start an audio call
Ctrl + O	Send feedback

Source: Skype support

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More information: defkey.com/skype-shortcuts

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