



Microsoft Teams (Web) cheat sheet

General

Ctrl + .	Show keyboard shortcuts
Ctrl + E	Go to Search
Ctrl + /	Show commands
Ctrl + Shift + G	Go to
Left Alt + N	Start a new chat
Ctrl + ,	Open Settings
Ctrl + F1	Open Help
Esc	Close

Navigation

Ctrl + Shift + 1	Open Activity
Ctrl + Shift + 2	Open Chat
Ctrl + Shift + 3	Open Teams
Ctrl + Shift + 4	Open Calendar
Ctrl + Shift + 5	Open Calls
Ctrl + Shift + 6	Open Files
Left Alt + Up arrow	Go to previous list item
Left Alt + Down arrow	Go to next list item
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 + Shift + 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 + F

Toggle fullscreen

Ctrl + Shift +

Go to sharing toolbar

Space

Last modification: 2020/5/1 06:27:03

More information: defkey.com/zh/microsoft-teams-web-shortcuts

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