

Microsoft Teams

KEYBOARD

Shortcuts & Tips

Welcome to the one stop platform to become a Microsoft Team Superstar!

We have put forward the most useful shortcuts that would surely ease your workflow.

If you are looking for an IT partner to help your staff get the most out of Microsoft Teams then get in touch with us today.

1

General

Mute / Unmute yourself

Ctrl + Shift + M

Turn on/off your camera

Ctrl + Shift + O

Zoom in

Ctrl + =

Zoom out

Ctrl + -

Chatting & Collaborating

Start a new chat

Ctrl + N



Hit your arrow key and it will edit your last message sent

Attach a file

Ctrl + O

Starting a new line

Shift + Enter

Reply to Thread

Alt + Shift + R

2

Navigation

Quick access to the search bar

Ctrl + E

Open Settings

Ctrl + Comma (,)

Show commands

Ctrl + Slash (/)

Open Help

F1

Navigate up and down the left navigation rail

Ctrl + 1 / 2 / 3 / 4 / 5 / 6

- 1 Open Activity
- 2 Open Chat
- 3 Open Teams
- 4 Open Calendar
- 5 Open Calls
- 6 Open Files



3

Meeting & Calls

Accept video call

Ctrl + Shift + A

Accept audio call

Ctrl + Shift + S

Go to sharing toolbar

Ctrl + Shift + Space

Emojis

Express yourself

:airplane



:alien



:ambulance



Need more shortcuts?

Ctrl + Fullstop (.)

Got Questions?