

MICROSOFT TEAMS REFERENCE

Microsoft Teams Keyboard Shortcuts Cheat Sheet

Every shortcut for the Windows desktop app and the web app, organized by what you are trying to do.

96 SHORTCUTS • 8 CATEGORIES • DESKTOP + WEB APP

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Bring this page with you. Print it, keep it next to your keyboard, or leave it open on a second monitor while you work in Teams.

1. General

To Do This	Desktop App	Web App
Show keyboard shortcuts	Ctrl+Period (.) or Alt+ /	Ctrl+Period (.) or Alt+ /
Go to Search	Ctrl+E	Ctrl+Alt+E
Open filter	Ctrl+Shift+F	Ctrl+Shift+F
Start a new chat	Ctrl+N	Left Alt+N
Start a chat in a new window	Ctrl+Shift+N	No shortcut
Open Settings	Ctrl+Comma (,)	Ctrl+Shift+Comma (,)
Open Help	F1	Ctrl+F1
Close	Esc	Esc
Zoom in	Ctrl+Equals (=)	No shortcut
Zoom out	Ctrl+Minus (-)	No shortcut
Reset zoom level	Ctrl+0	No shortcut
Report a problem	Ctrl+Alt+Shift+R	Ctrl+Alt+Shift+R
Go to a specific chat or channel	Ctrl+G	Ctrl+G
Move focus to pane divider	Ctrl+Alt+Enter	Ctrl+Alt+Enter
Return pane to default width	Ctrl+Shift+Enter	Ctrl+Shift+Enter
Pin a window on top	Ctrl+Shift+T	Shift+Command+T
Open conversation in new window	Ctrl+O	No shortcut

2. Navigation

To Do This	Desktop App	Web App
Open 1st app on app bar	Ctrl+1	Ctrl+Shift+1
Open 2nd app on app bar	Ctrl+2	Ctrl+Shift+2
Open 3rd app on app bar	Ctrl+3	Ctrl+Shift+3
Open 4th app on app bar	Ctrl+4	Ctrl+Shift+4
Open 5th app on app bar	Ctrl+5	Ctrl+Shift+5
Add Loop paragraph	Alt+Shift+L	Alt+Shift+L

To Do This	Desktop App	Web App
Move focus to chat or channel list	Ctrl+L	Alt+Shift+L
Move focus to message pane	Ctrl+M	Alt+Shift+M
Move focus to pop-up notification	Ctrl+Alt+T	No shortcut
Go to compose box	Ctrl+R	Alt+Shift+R
Open history menu	Ctrl+H	No shortcut
Go to previous section	Ctrl+Shift+F6	Ctrl+Shift+F6
Go to next section	Ctrl+F6	Ctrl+F6
Go back	Alt+Left arrow	No shortcut
Go forward	Alt+Right arrow	No shortcut

3. Messaging

To Do This	Desktop App	Web App
Collapse all conversation folders	Alt+Q	Alt+Q
Mark all as read	Shift+Esc	Shift+Esc
Jump to last read or newest message	Ctrl+J	Alt+J
Find in current chat or channel	Ctrl+F	Ctrl+F
Open 1st tab on chat header	Alt+1	Alt+1
Open 2nd tab on chat header	Alt+2	Alt+2
Toggle details pane	Alt+P	Alt+P
Reply to the last message	Alt+Shift+R	Alt+R
React to the last message	Ctrl+Alt+R	Ctrl+Alt+R
See all unread chats	Ctrl+Alt+U	Ctrl+Alt+U
See all chat conversations	Ctrl+Alt+C	Ctrl+Alt+C
See all channel conversations	Ctrl+Alt+A	Ctrl+Alt+A
See all meeting chats	Ctrl+Alt+B	Ctrl+Alt+B
Clear all filters	Ctrl+Alt+Z	Ctrl+Alt+Z

4. Compose and Formatting

To Do This	Desktop App	Web App
Expand compose box	Ctrl+Shift+X	Ctrl+Shift+X
Send from expanded compose box	Ctrl+Enter	Ctrl+Enter
Attach a file	Alt+Shift+O	Alt+Shift+O
Start a new line	Shift+Enter	Shift+Enter
Apply bold style	Ctrl+B	Ctrl+B
Apply italic style	Ctrl+I	Ctrl+I
Apply underline style	Ctrl+U	Ctrl+U
Mark message as important	Ctrl+Shift+I	Ctrl+Shift+I
Rewrite with Copilot	Alt+A	Alt+A
Open video recorder	Alt+Shift+E	Alt+Shift+E
Add Loop paragraph	Ctrl+Alt+L	Ctrl+Alt+L
Insert a link	Ctrl+K	Ctrl+K
Insert inline code	Ctrl+Shift+C	Ctrl+Alt+Shift+C
Insert a code block	Ctrl+Shift+B	Ctrl+Alt+Shift+B

5. Meetings and Calls

To Do This	Desktop App	Web App
Accept video call	Ctrl+Shift+A	Alt+Shift+A
Accept audio call	Ctrl+Shift+S	Alt+Shift+S
Decline a call	Ctrl+Shift+D	Ctrl+Shift+D
Start an audio call	Alt+Shift+A	Alt+Shift+A
Start a video call	Alt+Shift+V	Alt+Shift+V
Toggle full screen	F11	F11
End a call	Ctrl+Shift+H	Ctrl+Shift+H
Toggle mute	Ctrl+Shift+M	Ctrl+Shift+M
Toggle speaker	Ctrl+Shift+U	Ctrl+Shift+U
Temporarily unmute (hold key)	Ctrl+Spacebar	Ctrl+Spacebar

To Do This	Desktop App	Web App
Raise or lower your hand	Ctrl+Shift+K	Ctrl+Shift+K
Toggle your video	Ctrl+Shift+O	No shortcut
Toggle share content tray	Ctrl+Shift+E	Ctrl+Shift+E
Admit someone from lobby	Ctrl+Shift+Y	No shortcut
Schedule a meeting	Alt+N	Alt+N
Save or send meeting request	Ctrl+S	Ctrl+S
Join from meeting details	Alt+Shift+J	Alt+Shift+J

6. Calendar

To Do This	Desktop App	Web App
Open the calendar view	Ctrl+3	Ctrl+Shift+3
Open a selected item	Enter	Enter
Delete a selected item	Delete	Delete
Open Day view	Alt+Shift+1	Alt+Shift+1
Open Week view	Alt+Shift+3	Alt+Shift+3
Open Month view	Alt+Shift+4	Alt+Shift+4
Go to previous time period	Ctrl+Alt+Left	Ctrl+Alt+Left
Go to next time period	Ctrl+Alt+Right	Ctrl+Alt+Right
Go to today	Alt+Shift+Y or Home	Shift+Alt+Y
Create a new event	Alt+N	Alt+N
Send a meeting invite	Ctrl+Enter	Ctrl+Enter
Forward an event	Ctrl+Alt+F	Ctrl+Alt+F
Reply to a meeting	Alt+R	Alt+R
Print your calendar	Ctrl+P	Ctrl+P

7. Activity Feed

To Do This	Desktop App	Web App
Mark all activity as read	Ctrl+Alt+K	Ctrl+Alt+K

To Do This	Desktop App	Web App
See all unread activity	Ctrl+Alt+U	Ctrl+Alt+U
Filter activity to missed calls	Ctrl+Alt+C	Ctrl+Alt+C
Filter activity to @ mentions	Ctrl+Alt+M	Ctrl+Alt+M

8. Diagnostics

To Do This	Desktop App	Web App
Download diagnostic logs	Ctrl+Alt+Shift+1	Ctrl+Alt+Shift+1