General

**MS Teams Keyboard Shortcuts**

| To do this | In the Desktop app, press | In the Web app, press |
| --- | --- | --- |
| Show keyboard shortcuts | Ctrl+Period (.) | Ctrl+Period (.) |
| Go to **Search** | Ctrl+E | Ctrl+E |
| Show commands | Ctrl+Slash (/) | Ctrl+Slash (/) |
| Open filter | Ctrl+Shift+F | Ctrl+Shift+F |
| Goto | Ctrl+G | Ctrl+Shift+G |
| Open apps flyout | Ctrl+Accent (`) | Ctrl+Accent (`) |
| Start a new chat | Ctrl+N | Left Alt+N |
| Open **Settings** | Ctrl+Comma (,) | Ctrl+Comma (,) |
| Open **Help** | F1 | Ctrl+F1 |
| Close | Esc | Esc |
| Zoom in | Ctrl+Equals sign ( = ) | No shortcut |
| Zoom out | Ctrl+Minus sign (-) | No shortcut |
| Reset zoom level | Ctrl+0 | No shortcut |

Navigation

| To do this | In the Desktop app, press | In the Web app, press |
| --- | --- | --- |
| Open **Activity** | Ctrl+1 | Ctrl+Shift+1 |
| Open **Chat** | Ctrl+2 | Ctrl+Shift+2 |
| Open **Teams** | Ctrl+3 | Ctrl+Shift+3 |
| Open **Calendar** | Ctrl+4 | Ctrl+Shift+4 |
| Open **Calls** | Ctrl+5 | Ctrl+Shift+5 |
| Open **Files** | Ctrl+6 | Ctrl+Shift+6 |
| Go to previous list item | Left Alt+Up arrow key | Left Alt+Up arrow key |
| Go to next list item | Left Alt+Down arrow key | Left Alt+Down arrow key |
| Move selected team up | Ctrl+Shift+Up arrow key | No shortcut |
| Move selected team down | Ctrl+Shift+Down arrow key | No shortcut |
| Open the **History**menu | Ctrl+Shift+H | No shortcut |
| Go to previous section | Ctrl+Shift+F6 | Ctrl+Shift+F6 |
| Go to next section | Ctrl+F6 | Ctrl+F6 |

Messaging

| To do this | In the Desktop app, press | In the Web app, press |
| --- | --- | --- |
| Start a new conversation | Alt+Shift+C | Alt+Shift+C |
| Go to compose box | Alt+Shift+C | Alt+Shift+C |
| Expand compose box | Ctrl+Shift+X | Ctrl+Shift+X |
| Send (expanded compose box) | Ctrl+Enter | Ctrl+Enter |
| Attach file | Ctrl+O | Ctrl+Shift+O |
| Start new line | Shift+Enter | Shift+Enter |
| Reply to a thread | Alt+Shift+R | Alt+Shift+R |
| Mark as important | Ctrl+Shift+I | Ctrl+Shift+I |
| Search current Chat/Channel messages | Ctrl+F | Ctrl+F |

Meetings and Calls

| To do this | In the Desktop app, press | In the Web app, press |
| --- | --- | --- |
| Accept video call | Ctrl+Shift+A | Ctrl+Shift+A |
| Accept audio call | Ctrl+Shift+S | Ctrl+Shift+S |
| Decline call | Ctrl+Shift+D | Ctrl+Shift+D |
| Start audio call | Ctrl+Shift+C | Ctrl+Shift+C |
| Start video call | Ctrl+Shift+U | Ctrl+Shift+U |
| End audio call | Ctrl+Shift+H | No shortcut |
| End video call | Ctrl+Shift+H | No shortcut |
| Toggle mute | Ctrl+Shift+M | Ctrl+Shift+M |
| Announce raised hands (screen reader) | Ctrl+Shift+L | Ctrl+Shift+L |
| Raise or lower your hand | Ctrl+Shift+K | Ctrl+Shift+K |
| Start screen share session | Ctrl+Shift+E | No shortcut |
| Toggle video | Ctrl+Shift+O | No shortcut |
| Filter current list | Ctrl+Shift+F | Ctrl+Shift+F |
| Go to sharing toolbar | Ctrl+Shift+Space | Ctrl+Shift+Space |
| Decline screen share | Ctrl+Shift+D | No shortcut |
| Accept screen share | Ctrl+Shift+A | No shortcut |
| Admit people from lobby notification | Ctrl+Shift+Y | No shortcut |
| Toggle background blur | Ctrl+Shift+P | No shortcut |
| Schedule a meeting | Alt+Shift+N | Alt+Shift+N |
| Go to current time | Alt+Period (.) | Alt+Period (.) |
| Go to previous day/week | Ctrl+Alt+Left arrow key | Ctrl+Alt+Left arrow key |
| Go to next day/week | Ctrl+Alt+Right arrow key | Ctrl+Alt+Right arrow key |
| View day | Ctrl+Alt+1 | Ctrl+Alt+1 |
| View workweek | Ctrl+Alt+2 | Ctrl+Alt+2 |
| View week | Ctrl+Alt+3 | Ctrl+Alt+3 |
| Save/send meeting request | Ctrl+S | Ctrl+S |
| Join from meeting details | Alt+Shift+J | Alt+Shift+J |
| Go to suggested time | Alt+Shift+S | Alt+Shift+S |

Debug

| To do this | In the Desktop app, press | In the Web app, press |
| --- | --- | --- |
| Download diagnostic logs | Ctrl+Alt+Shift+1 | No shortcut |