

Microsoft Teams Keyboard Shortcuts

All the MS Teams keyboard shortcuts are divided into five sections. They are:

- General
- Navigation
- Messaging
- Meetings and calls
- Debug

Here are all the keyboard shortcuts in Microsoft Teams:

General

Feature	Windows Desktop App	Mac Desktop App	Web App
Show keyboard shortcuts	Ctrl+Period (.)	Command+Period (.)	Ctrl+Period (.) or Command+Period (.)
Go to Search	Ctrl+E	Command+E	Ctrl+Alt+E or Command+Option+E
Show commands	Ctrl+Slash (/)	Command+Slash (/)	Ctrl+Slash (/) or Command+Slash (/)
Open filter	Ctrl+Shift+F	Command+Shift+F	Ctrl+Shift+F or Command+Shift+F
Go to a specific team or channel	Ctrl+G	Command+G	Ctrl+Shift+G or Command+Shift+G
Open apps flyout	Ctrl+Accent (`)	No shortcut	Ctrl+Accent (`)
Start a new chat	Ctrl+N	Command+N	Ctrl+N or Option+N
Open Settings	Ctrl+Comma (,)	Command+Comma (,)	Ctrl+Shift+Comma (,) or Command+Shift+Comma (,)
Open Help	F1	F1	Ctrl+F1 or Command+F1
Close	Esc	Esc	Esc
Zoom in	Ctrl+Equals sign (=)	Command+Equals sign (=)	No shortcut

Zoom out	Ctrl+Minus sign (-)	Command+Minus sign (-)	No shortcut
Reset zoom level	Ctrl+0	Command+0	No shortcut

Navigation

Feature	Windows Desktop App	Mac Desktop App	Web App
Open Activity	Ctrl+1	Command+1	Ctrl+Shift+1 or Control+Shift+1
Open Chat	Ctrl+2	Command+2	Ctrl+Shift+2 or Control+Shift+2
Open Teams	Ctrl+3	Command+3	Ctrl+Shift+3 or Control+Shift+3
Open Calendar	Ctrl+4	Command+4	Ctrl+Shift+4 or Control+Shift+4
Open Calls	Ctrl+5	Command+5	Ctrl+Shift+5 or Control+Shift+5
Open Files	Ctrl+6	Command+6	Ctrl+Shift+6 or Control+Shift+6
Go to previous list item	Left Alt+Up arrow key	Left Option+Up arrow key	Left Alt+Up arrow key or Left Option+Up arrow key
Go to next list item	Left Alt+Down arrow key	Left Option+Down arrow key	Left Alt+Down arrow key or Left Option+Down arrow key
Move selected team up	Ctrl+Shift+Up arrow key	Command+Shift+Up arrow key	No shortcut
Move selected team down	Ctrl+Shift+Down arrow key	Command+Shift+Down arrow key	No shortcut
Open the History menu	Ctrl+Shift+H	Command+Shift+H	No shortcut
Go to previous section	Ctrl+Shift+F6	Command+Shift+F6	Ctrl+Shift+F6 or Command+Shift+F6

Go to next section	Ctrl+F6	Command+F6	Ctrl+F6 or Command+F6
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Messaging

Feature	Windows Desktop App	Mac Desktop App	Web App
Start a new conversation	Ctrl+N	Option+Shift+C	Alt+N or Option+Shift+C
Go to compose box	Alt+Shift+C	Option+Shift+C	Alt+Shift+C or Option+Shift+C
Expand compose box	Ctrl+Shift+X	Command+Shift+X	Ctrl+Shift+X or Command+Shift+X
Send a message	Ctrl+Enter	Command+Return	Ctrl+Enter or Command+Return
Start a new line	Shift+Enter	Shift+Return	Shift+Enter or Shift+Return
Reply to a thread	Alt+Shift+R	Option+Shift+R	Alt+Shift+R
Mark a message as important	Ctrl+Shift+I	No shortcut	Ctrl+Shift+I
Search current chat or channel messages	Ctrl+F	Command+F	Ctrl+F or Command+F

Meetings and calls

Feature	Windows Desktop App	Mac Desktop App	Web App
Accept video call	Ctrl+Shift+A	Command+Shift+A	Ctrl+Shift+A or Command+Shift+A
Accept audio call	Ctrl+Shift+S	Command+Shift+S	Ctrl+Shift+S or Command+Shift+S
Decline call	Ctrl+Shift+D	Command+Shift+D	Ctrl+Shift+D or Command+Shift+D
Start audio call	Ctrl+Shift+C	Command+Shift+C	Ctrl+Shift+C or Command+Shift+C
Start video call	Ctrl+Shift+U	Command+Shift+U	Ctrl+Shift+U or Command+Shift+U

End audio call	Ctrl+Shift+H	Command+Shift+H	No shortcut
End video call	Ctrl+Shift+H	Command+Shift+H	No shortcut
Toggle mute	Ctrl+Shift+M	Command+Shift+M	Ctrl+Shift+M or Command+Shift+M
Temporarily unmute	Ctrl+Spacebar	Option+Spacebar	Ctrl+Spacebar
Announce raised hands (screen reader)	Ctrl+Shift+L	Command+Shift+L	Ctrl+Shift+L or Command+Shift+L
Raise or lower your hand.	Ctrl+Shift+K	Command+Shift+K	Ctrl+Shift+K or Command+Shift+K
Start screen share session	Ctrl+Shift+E	Command+Shift+E	Ctrl+Shift+E
Toggle video	Ctrl+Shift+O	Command+Shift+O	No shortcut
High motion screen share	Ctrl+Alt+Shift+T	No shortcut	Ctrl+Alt+Shift+T
Filter current list	Ctrl+Shift+F	No shortcut	Ctrl+Shift+F
Go to sharing toolbar	Ctrl+Shift+Spacebar	Command+Shift+Space	Ctrl+Shift+Spacebar or Command+Shift+Space
Decline screen share	Ctrl+Shift+D	Command+Shift+D	No shortcut
Accept screen share	Ctrl+Shift+A	Command+Shift+A	No shortcut
Admit people from lobby notification	Ctrl+Shift+Y	Command+Shift+Y	No shortcut
Open the Background settings menu	Ctrl+Shift+P	Command+Shift+P	No shortcut
Schedule a meeting	Alt+Shift+N	Option+Shift+N	Alt+Shift+N or Option+Shift+N
Go to current time	Alt+Period (.)	Option+Period (.)	Alt+Period (.) or Option+Period (.)

Go to previous day or week	Ctrl+Alt+Left arrow key	Control+Option+Left arrow key	Ctrl+Alt+Left arrow key or Control+Option+Left arrow key
Go to next day or week	Ctrl+Alt+Right arrow key	Control+Option+Right arrow key	Ctrl+Alt+Right arrow key or Control+Option+Right arrow key
View day	Ctrl+Alt+1	Command+Option+1	Ctrl+Alt+1 or Command+Option+1
View workweek	Ctrl+Alt+2	Command+Option+2	Ctrl+Alt+2 or Command+Option+2
View week	Ctrl+Alt+3	Command+Option+3	Ctrl+Alt+3 or Command+Option+3
Save or send meeting request	Ctrl+S	Command+S	Ctrl+S or Command+S
Join from meeting details	Alt+Shift+J	Option+Shift+J	Alt+Shift+J or Option+Shift+J
Go to suggested time	Alt+Shift+S	Option+Shift+S	Alt+Shift+S or Option+Shift+S

Debug

Feature	Windows Desktop App	Mac Desktop App	Web App
Download diagnostic logs	Ctrl+Alt+Shift+1	Command+Option+Shift+1	Ctrl+Alt+Shift+1