

Hotkeys for Teams

Ministry of Central Services

This document shows various hotkey shortcuts available in Microsoft Teams if a user prefers keyboard navigation over using a mouse.

Last revised: April 2020

Last reviewed: April 2020

Next review: April 2021

Many people prefer keyboard hotkeys over using a mouse to navigate and work. Here are some helpful hotkey shortcuts available in Microsoft Teams.

Contents

Hotkeys for Microsoft Teams on Windows	1
Hotkeys for Microsoft Teams on Mac	2

Hotkeys for Microsoft Teams on Windows

All hotkey shortcuts below are for the Microsoft Teams desktop application. There are some slight differences when using Teams through the internet browser which have been noted below.

General

- **Show Hotkeys:** Ctrl+.
- **Show Commands:** Ctrl+/
- **Search:** Ctrl+E
- **Goto:** Ctrl+G (*On the web: Ctrl+Shift+G*)
- **Start New Chat:** Ctrl+N (*On the web: Left Alt+N*)
- **Open Settings:** Ctrl+,
- **Open Help:** F1 (*On the web: Ctrl+F1*)
- **Zoom In:** Ctrl+=
- **Zoom Out:** Ctrl+-

Navigation

- **Open Activity:** Ctrl+1 (*On the web: Ctrl+Shift+1*)
- **Open Chat:** Ctrl+2 (*On the web: Ctrl+Shift+2*)
- **Open Teams:** Ctrl+3 (*On the web: Ctrl+Shift+3*)
- **Open Calendar:** Ctrl+4 (*On the web: Ctrl+Shift+4*)
- **Open Calls:** Ctrl+5 (*On the web: Ctrl+Shift+5*)
- **Open Files:** Ctrl+6 (*On the web: Ctrl+Shift+6*)
- **Go to Previous Item:** Left Alt+Up
- **Go to Next Item:** Left Alt+Down
- **Go to Previous Section:** Ctrl+Shift+F6
- **Go to Next Section:** Ctrl+Shift+F6
- **Move Selected Team Up:** Ctrl+Shift+Up
- **Move Selected Team Down:** Ctrl+Shift+Down

Hotkeys for Teams

Ministry of Central Services

This document shows various hotkey shortcuts available in Microsoft Teams if a user prefers keyboard navigation over using a mouse.

Last revised: April 2020

Last reviewed: April 2020

Next review: April 2021

Messaging

- **Go to Compose:** C
- **Expand Compose:** Ctrl+Shift+X
- **Send (In Expanded Compose Box):** Ctrl+Enter
- **Attach:** Ctrl+O
- **Insert Return:** Shift+Enter
- **Reply to Thread:** R
- **Mark Important:** Ctrl+Shift+I

Meetings and Calls

- **Accept Video Call:** Ctrl+Shift+A
- **Accept Audio Call:** Ctrl+Shift+S
- **Decline Call:** Ctrl+Shift+D
- **Start Audio Call:** Ctrl+Shift+C
- **Start Video Call:** Ctrl+Shift+U
- **Toggle Mute:** Ctrl+Shift+M
- **Toggle Video:** Ctrl+Shift+O
- **Toggle Fullscreen:** Ctrl+Shift + F
- **Go to Sharing Toolbar:** Ctrl+Shift+Space

Hotkeys for Microsoft Teams on Mac

The hotkey shortcuts below are for Teams on MacOS. There are some slight differences when using Teams through the internet browser which have been noted below.

General

- **Show Hotkeys:** Cmd+.
- **Show Commands:** Cmd+/,
- **Search:** Cmd+E
- **Goto:** Cmd+G (*On the web: Cmd+Shift+G*)
- **Start New Chat:** Cmd+N (*On the web: Option+N*)
- **Open Settings:** Cmd+, (*On the web: Cmd+Shift+,*)
- **Open Help:** F1 (*On the web: Cmd+F1*)
- **Zoom In:** Cmd+=
- **Zoom Out:** Cmd+-
- **Return to Default Zoom:** Cmd+0

Hotkeys for Teams

Ministry of Central Services

This document shows various hotkey shortcuts available in Microsoft Teams if a user prefers keyboard navigation over using a mouse.

Last revised: April 2020

Last reviewed: April 2020

Next review: April 2021

Navigation

- **Open Activity:** Cmd+1 (*On the web: Cmd+Shift+1*)
- **Open Chat:** Cmd+2 (*On the web: Cmd+Shift+2*)
- **Open Teams:** Cmd+3 (*On the web: Cmd+Shift+3*)
- **Open Calendar:** Cmd+4 (*On the web: Cmd+Shift+4*)
- **Open Calls:** Cmd+5 (*On the web: Cmd+Shift+5*)
- **Open Files:** Cmd+6 (*On the web: Cmd+Shift+6*)
- **Go to Previous Item:** Left Opt+Up
- **Go to Next Item:** Left Opt+Down
- **Go to Previous Section:** Cmd+Shift+F6
- **Go to Next Section:** Cmd+Shift+F6
- **Move Selected Team Up:** Cmd+Shift+Up
- **Move Selected Team Down:** Cmd+Shift+Down

Messaging

- **Go to Compose:** C
- **Expand Compose:** Cmd+Shift+X
- **Send (In Expanded Compose Box):** Cmd+Enter
- **Attach:** Cmd+O
- **Insert Return:** Shift+Enter
- **Reply to Thread:** R

Meetings and Calls

- **Accept Video Call:** Cmd+Shift+A
- **Accept Audio Call:** Cmd+Shift+S
- **Decline Call:** Cmd+Shift+D
- **Start Audio Call:** Cmd+Shift+C
- **Start Video Call:** Cmd+Shift+U
- **Toggle Mute:** Cmd+Shift+M
- **Toggle Video:** Cmd+Shift+O
- **Toggle Fullscreen:** Cmd+Shift+F
- **Go to Sharing Toolbar:** Cmd+Shift+Space