



30 Microsoft Teams Shortcuts

No.	Action	Window Shortcuts	Section
1	Start a New Chat	Alt + N	Common MS Teams Shortcuts
2	Go to Search	Alt + E	Common MS Teams Shortcuts
3	Close a Dialog or Move Focus	Esc	Common MS Teams Shortcuts
4	Go to Next Section	Ctrl + F6	Common MS Teams Shortcuts
5	Go to Previous Section	Ctrl + Shift + F6	Common MS Teams Shortcuts
6	Open help	Alt + H	Common MS Teams Shortcuts
7	Open Settings	Alt + G	Common MS Teams Shortcuts
8	Open Keyboard Shortcuts	Alt + /	Common MS Teams Shortcuts
9	Accept Call	Ctrl + Alt + A	Calling Shortcuts
10	Decline Call	Ctrl + Alt + D	Calling Shortcuts
11	Start an Audio Call	Ctrl + Alt + C	Calling Shortcuts
12	Start a Video Call	Ctrl + Alt + V	Calling Shortcuts
13	Mute or Unmute Audio	Ctrl + Alt + M	Calling Shortcuts
14	Turn Video On or Off	Ctrl + Alt + O	Calling Shortcuts
15	Switch to or Exit Full Screen Mode	Ctrl + Alt + F	Calling Shortcuts
16	Move Focus to Compose box	C	Messaging Teams Shortcut keys
17	Expand Compose Box	Alt + X	Messaging Teams Shortcut keys
18	Send a Message when Compose Box is Expanded	Ctrl + Enter	Messaging Teams Shortcut keys
19	Open Emoji Menu	Alt + Q	Messaging Teams Shortcut keys
20	Attach a File	Alt + A	Messaging Teams Shortcut keys
21	Start a new line	Shift + Enter	Messaging Teams Shortcut keys
22	Open Activity	Alt + 1	Navigation Shortcuts
23	Open Chat	Alt + 2	Navigation Shortcuts
24	Open Teams	Alt + 3	Navigation Shortcuts
25	Open Meetings	Alt + 4	Navigation Shortcuts
26	Open Files	Alt + 5	Navigation Shortcuts
27	Go to Previous List item	Alt + Up Arrow key	Navigation Shortcuts
28	Go to Next List Item	Alt + Down Arrow key	Navigation Shortcuts
29	Go to Previous Tab	Alt + Left Arrow key	Navigation Shortcuts
30	Go to Next Tab	Alt + Right Arrow key	Navigation Shortcuts

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