



## 68 Skype Business Shortcuts

No.	Action	Window Shortcuts	Section
1	Accept an incoming invite notification	Win + Shift + O	Most Used Skype Shortcuts
2	Decline an invite notification	Win + Esc	Most Used Skype Shortcuts
3	Mute or unmute audio	Win + F4	Most Used Skype Shortcuts
4	Turn camera on or off	Win + F5	Most Used Skype Shortcuts
5	Put focus on the application sharing toolbar	Ctrl + Shift + Spacebar	Most Used Skype Shortcuts
6	Open the main window	Ctrl + Alt + Shift + 3	Most Used Skype Shortcuts
7	Take back control when sharing your screen	Ctrl + Alt + Spacebar	Most Used Skype Shortcuts
8	Stop sharing your screen	Ctrl + Shift + S	Most Used Skype Shortcuts
9	Accept any of the invite notifications	Alt + C	Conversation Window Shortcuts
10	Ignore any of the invite notifications	Alt + L	Conversation Window Shortcuts
11	Save as for files sent in Conversation Window	Alt + S	Conversation Window Shortcuts
12	Invite a contact to an existing conversation	Alt + V	Conversation Window Shortcuts
13	Rejoin audio in a meeting.	Alt + R	Conversation Window Shortcuts
14	Close the Conversation window	Alt + F4	Conversation Window Shortcuts
15	Save the contents of IM history	Ctrl + S	Conversation Window Shortcuts
16	Show or hide instant message area	Ctrl + W	Conversation Window Shortcuts
17	Send File	Ctrl + F	Conversation Window Shortcuts
18	Take Notes with OneNote	Ctrl + N	Conversation Window Shortcuts
19	Show or hide the participant list	Ctrl + R	Conversation Window Shortcuts
20	Navigate right to the next element in the Conversation window	Ctrl + Shift + Alt + Right Arrow key	Conversation Window Shortcuts
21	Navigate left to the next element in the Conversation window	Ctrl + Shift + Alt + Left Arrow key	Conversation Window Shortcuts
22	Add video or end video	Ctrl + Shift + Enter	Conversation Window Shortcuts
23	Add audio or end audio	Ctrl + Enter	Conversation Window Shortcuts
24	Hold or resume an ongoing audio conversation	Ctrl + Shift + H	Conversation Window Shortcuts
25	Mark conversation Important	Ctrl + Shift + I	Conversation Window Shortcuts
26	Show or hide the sharing stage	Ctrl + Shift + Y	Conversation Window Shortcuts
27	Switch to compact view	Ctrl + Shift + P	Conversation Window Shortcuts
28	Switch to content-only view	Ctrl + Shift + K	Conversation Window Shortcuts
29	Contacts list tab	Ctrl + 1	Main Window Shortcuts
30	Persistent chat tab	Ctrl + 2	Main Window Shortcuts
31	Conversation list tab	Ctrl + 3	Main Window Shortcuts
32	Phone tab	Ctrl + 4	Main Window Shortcuts
33	Open the System menu	Alt + Spacebar	Main Window Shortcuts
34	Open the File menu	Alt + F	Main Window Shortcuts
35	Start Meet Now	Alt + M	Main Window Shortcuts
36	Tools menu	Alt + T	Main Window Shortcuts
37	Help menu	Alt + H	Main Window Shortcuts
38	Delete the selected custom group or contact	Delete	Contacts List Shortcuts
39	Move the selected group up	Alt + Up Arrow key	Contacts List Shortcuts
40	Move the selected group down	Alt + Down Arrow key	Contacts List Shortcuts
41	Collapse or expand the selected group	Spacebar	Contacts List Shortcuts
42	Focus to your IM input area	Ctrl + Shift + M	Instant Messaging Shortcuts
43	Add line break	Shift + Enter	Instant Messaging Shortcuts
44	Select all content	Ctrl + A	Instant Messaging Shortcuts
45	Bold Format	Ctrl + B	Instant Messaging Shortcuts
46	Italic Format	Ctrl + I	Instant Messaging Shortcuts
47	Underline Format	Ctrl + U	Instant Messaging Shortcuts
48	Change Font Color	Ctrl + Shift + F	Instant Messaging Shortcuts
49	Open a file that's been received	Alt + P	Instant Messaging Shortcuts
50	Decline a file that's been sent	Alt + D	Instant Messaging Shortcuts
51	Undo	Ctrl + Z	Instant Messaging Shortcuts
52	Redo	Ctrl + Y	Instant Messaging Shortcuts
53	Cut	Ctrl + X	Instant Messaging Shortcuts
54	Copy	Ctrl + C	Instant Messaging Shortcuts
55	Paste	Ctrl + V	Instant Messaging Shortcuts
56	Save the IM conversation	F12	Instant Messaging Shortcuts
57	Switch to Full Screen	F5	Instant Messaging Shortcuts
58	Exit full-screen video	Esc	Instant Messaging Shortcuts
59	Toggle Pop-Out Gallery	Ctrl + Shift + O	Instant Messaging Shortcuts
60	Lock video for everyone in the meeting	Ctrl + Shift + L	Instant Messaging Shortcuts
61	Stop sharing	Alt + T	Meeting Stage Shortcuts
62	Manage presentable content	Ctrl + Shift + E	Meeting Stage Shortcuts
63	Show or hide the sharing stage	Ctrl + Shift + Y	Meeting Stage Shortcuts
64	Switch to speaker view	Ctrl + Shift + J	Meeting Stage Shortcuts
65	Switch to gallery view	Ctrl + Shift + L	Meeting Stage Shortcuts
66	Display the Dial pad	Ctrl + Shift + D	Call Control Shortcuts
67	End a call	Alt + Q	Call Control Shortcuts
68	Put a call on hold	Ctrl + Shift + H	Call Control Shortcuts