

Microsoft Teams is capable of so much.  
Here we share some very useful shortcuts to help you navigate it like a pro.

General:

To do this	In the Desktop app, press	In the Web app, press
Show <b>keyboard shortcuts</b>	Ctrl+Period (.)	Ctrl+Period (.)
Go to <b>Search</b>	Ctrl+E	Ctrl+E
Show <b>commands</b>	Ctrl+Slash (/)	Ctrl+Slash (/)
<b>Goto</b>	Ctrl+G	Ctrl+Shift+G
Start a <b>new chat</b>	Ctrl+N	Left Alt+N
Open <b>Settings</b>	Ctrl+Comma (,)	Ctrl+Comma (,)
Open <b>Help</b>	F1	Ctrl+F1
<b>Close</b>	Esc	Esc
<b>Zoom in</b>	Ctrl+Equals sign (=)	No shortcut
<b>Zoom out</b>	Ctrl+Minus sign (-)	No shortcut



## Navigation:

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



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## Messaging:

To do this	In the Desktop app, press	In the Web app, press
<b>Go to</b> compose box	C	C
<b>Expand</b> compose box	Ctrl+Shift+X	Ctrl+Shift+X
<b>Send</b> (expanded compose box)	Ctrl+Enter	Ctrl+Enter
<b>Attach</b> file	Ctrl+O	Ctrl+Shift+O
Start <b>new line</b>	Shift+Enter	Shift+Enter
<b>Reply</b> to thread	R	R
Mark as <b>important</b>	Ctrl+Shift+I	Ctrl+Shift+I



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## Meetings and Calls:

To do this	In the Desktop app, press	In the Web app, press
<b>Accept</b> video call	Ctrl+Shift+A	Ctrl+Shift+A
<b>Accept</b> audio call	Ctrl+Shift+S	Ctrl+Shift+S
<b>Decline</b> call	Ctrl+Shift+D	Ctrl+Shift+D
<b>Start</b> audio call	Ctrl+Shift+C	Ctrl+Shift+C
<b>Start</b> video call	Ctrl+Shift+U	Ctrl+Shift+U
Toggle <b>mute</b>	Ctrl+Shift+M	Ctrl+Shift+M
Toggle <b>video</b>	Ctrl+Shift+O	No shortcut
Toggle <b>fullscreen</b>	Ctrl+Shift+F	Ctrl+Shift+F
Go to <b>sharing toolbar</b>	Ctrl+Shift+Space	Ctrl+Shift+Space



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## Next steps

If you'd like more information about how SynergyGroup can help you set up Microsoft Teams and future-proof your business, or on any of the other solutions we offer, you can contact any of the SynergyGroup team on 0800 915 6666 or email [myteam@synergygrp.co.uk](mailto:myteam@synergygrp.co.uk).



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