

Keyboard shortcuts for Microsoft Teams

Many users find that using an external keyboard with keyboard shortcuts for Microsoft Teams on Windows helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse. This article itemizes the keyboard shortcuts for Microsoft Teams on Windows or the web app using a PC keyboard.

Notes:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- If a shortcut requires pressing two or more keys at the same time, this topic separates the keys with a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).
- You can easily access the keyboard shortcuts list from within Microsoft Teams. Press Ctrl+E to go to the **Search** field, type /keys, and then press Enter.

General Navigation

| To do this | In the Desktop app, press | In the Web app, press |
|----------------------|---------------------------|-----------------------|
| Open Activity | Ctrl+1 | Ctrl+Shift+1 |
| Open Chat | Ctrl+2 | Ctrl+Shift+2 |
| Open Teams | Ctrl+3 | Ctrl+Shift+3 |
| Open Calendar | Ctrl+4 | Ctrl+Shift+4 |

| To do this | In the Desktop app, press | In the Web app, press |
|--------------------------|---------------------------|-------------------------|
| Open Calls | Ctrl+5 | Ctrl+Shift+5 |
| Open Files | Ctrl+6 | Ctrl+Shift+6 |
| Go to previous list item | Left Alt+Up arrow key | Left Alt+Up arrow key |
| Go to next list item | Left Alt+Down arrow key | Left Alt+Down arrow key |
| Move selected team up | Ctrl+Shift+Up arrow key | No shortcut |
| Move selected team down | Ctrl+Shift+Down arrow key | No shortcut |
| Go to previous section | Ctrl+Shift+F6 | Ctrl+Shift+F6 |
| Go to next section | Ctrl+F6 | Ctrl+F6 |

Messaging Meetings and Calls

| To do this | In the Desktop app, press | In the Web app, press |
|---------------------|---------------------------|-----------------------|
| Accept video call | Ctrl+Shift+A | Ctrl+Shift+A |
| Accept audio call | Ctrl+Shift+S | Ctrl+Shift+S |
| Decline call | Ctrl+Shift+D | Ctrl+Shift+D |
| Start audio call | Ctrl+Shift+C | Ctrl+Shift+C |
| Start video call | Ctrl+Shift+U | Ctrl+Shift+U |
| Toggle mute | Ctrl+Shift+M | Ctrl+Shift+M |
| Toggle video | Ctrl+Shift+O | No shortcut |
| Filter current list | Ctrl+Shift+F | Ctrl+Shift+F |

To do this

In the Desktop app, press

In the Web app, press

Go to sharing toolbar

Ctrl+Shift+Space

Ctrl+Shift+Space
