Teams shortcuts

Windows · meeting keys first
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THE 8 KEYS TO LEARN FIRST

Ctrl + Shift + M **Mute / unmute**	Ctrl + Shift + O **Camera on / off**	Ctrl + Space **Temporary unmute**	Ctrl + Shift + K **Raise / lower hand**
Ctrl + Shift + E **Open the share tray**	Ctrl + Shift + Space **Sharing toolbar**	Ctrl + Shift + Y **Admit from the lobby**	Ctrl + Shift + H **End the call**

MIC, CAMERA AND HAND

Ctrl + Shift + M	Mute or unmute your microphone.
Ctrl + Space	Unmute temporarily. Turn it on first under Settings, then Privacy, then "Keyboard shortcut to unmute".
Ctrl + Shift + O	Turn your camera on or off.
Ctrl + Shift + K	Raise or lower your hand.
Ctrl + Shift + L	Hear who has a hand raised (for a screen reader).
Ctrl + Shift + U	Turn the speaker on or off.

SHARE AND PRESENT

Ctrl + Shift + E	Open or close the share tray, where you pick what to share.
Ctrl + Shift + Space	Move focus to the sharing toolbar.
Alt + Shift + + or Alt + Shift + -	Zoom in or out on shared content you are viewing.
Alt + Shift + 0	Reset the zoom on shared content.
Alt + Shift + Arrow	Pan shared content up, down, left or right, with the matching arrow key.
F11	Switch full screen on or off.

JOIN, ADMIT AND END

Ctrl + Shift + H	End the audio or video call.
Ctrl + Shift + Y	Admit people from the lobby notification.
Ctrl + Shift + J	Join from the "meeting started" notification.
Alt + Shift + J	Join from the meeting details.
Ctrl + Shift + R	Open the meeting chat from the meeting notification.
Ctrl + Shift + A	Accept an incoming video call or screen share.
Ctrl + Shift + S	Accept an incoming audio call.
Ctrl + Shift + D	Decline an incoming call or screen share.
Alt + Shift + A	Start an audio call.
Alt + Shift + V	Start a video call.
Alt + N	Schedule a meeting.

CHAT AND MESSAGES

Ctrl + N	Start a new chat.
Ctrl + Shift + N	Start a chat in a new window.
Ctrl + R	Go to the compose box.
Ctrl + F	Find in the current chat or channel.
Alt + Shift + R	Reply to the last message.
Ctrl + Alt + R	React to the last message.
Ctrl + J	Jump to the last read or the newest message.
Ctrl + Alt + U	See all unread chats.
Ctrl + Alt + C	See all chat conversations.
Ctrl + Alt + A	See all channel conversations.
Ctrl + Alt + B	See all meeting chats.
Ctrl + Alt + Z	Clear all filters.
Shift + Esc	Mark all as read.
Alt + P	Show or hide the details pane.

SEARCH AND NAVIGATE

Ctrl + E	Go to Search.
Ctrl + G	Go to a specific chat or channel.
Ctrl + 1–9	Open the 1st to 9th app on the app bar.
Ctrl + L	Move focus to the chat or channel list.
Ctrl + M	Move focus to the message pane.
Ctrl + F6 or Ctrl + Shift + F6	Go to the next or the previous section of the window.
Alt + ← or Alt + →	Go back or forward.
Ctrl + . or Alt + /	Show the list of keyboard shortcuts inside Teams.
Ctrl + ,	Open Settings.
F1	Open Help.
Ctrl + Shift + T	Pin the window on top.
Ctrl + = or Ctrl + - or Ctrl + 0	Make the Teams window bigger, smaller or back to the default size.
Esc	Close.

Source: Microsoft Support, keyboard shortcuts for Microsoft Teams, read October 31, 2026. Press Ctrl+. in Teams for Microsoft's own list.

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