Zoom meeting shortcuts

Windows · presenter keys first
Checked October 31, 2026

THE 8 KEYS TO LEARN FIRST

Alt + A Mute / unmute	Alt + V Video on / off	Alt + S Share / stop sharing	Alt + T Pause / resume share
Ctrl + Alt + Shift Focus the controls	Alt + H Show / hide chat	Alt + Y Raise / lower hand	Alt + Q End or leave

SHARE YOUR SCREEN

Alt + S	Open the share screen window, or stop sharing. The meeting toolbar must have focus.
Alt + Shift + S	Show or hide the list of windows and apps you can share. The meeting toolbar must have focus.
Alt + T	Pause or resume your screen share. The meeting toolbar must have focus.
Ctrl + Alt + Shift	Move focus to the meeting controls (they sit on top while you share).
Ctrl + Alt + Shift + H	Show or hide the floating meeting controls.
Alt	Turn "Always show meeting controls" on or off (General settings).
Alt + Shift + R	Begin remote control of the shared screen.
Alt + Shift + G	Give up remote control.

MIC, CAMERA AND HAND

Alt + A	Mute or unmute your microphone.
Alt + V	Start or stop your video.
Alt + N	Switch to your next camera.
Alt + Y	Raise or lower your hand.
Alt + M	Mute or unmute everyone except the host (host only).
Ctrl + Shift + Y	Open the Reactions panel.
Alt + Shift + 4 – 9	Send a reaction: 4 audible clap, 5 thumbs up, 6 heart, 7 joy, 8 open mouth, 9 tada.

VIEWS AND PANELS

Alt + F1	Switch to Speaker view.
Alt + F2	Switch to Gallery view.
Page Up or Page Down	Go to the previous or the next page of video participants in Gallery view.
Alt + F	Enter or leave full screen.
Alt + H	Show or hide the in-meeting chat panel.
Alt + U	Show or hide the participants panel.
Ctrl + Shift + O	Open the AI chat panel.
Ctrl + 2	Read the name of the active speaker (for a screen reader).
F6	Move between the Zoom pop-up windows.

RECORD, INVITE AND LEAVE

Alt + R	Start or stop a recording on this computer.
Alt + C	Start or stop a cloud recording.
Alt + P	Pause or resume the recording.
Alt + I	Open the invite window.
Alt + Shift + I	Copy the invitation link.
Alt + Q	Get the prompt to end or leave the meeting.
Alt + F4	Close the current Zoom window.

MEETING CHAT WINDOW

Alt + Shift + E	Focus the message box. Works in the chat window only.
Ctrl + Shift + U	Focus the last parent message you received. Works in the chat window only.
Ctrl + L	Focus the list of chats. Works in the chat window only.
Ctrl + Shift + N	Jump to the start of the unread messages. Works in the chat window only.
Ctrl + N	Start a new chat with the meeting participants. Works in the chat window only.
Ctrl + + or Ctrl + -	Make the chat text bigger or smaller.

Source: Zoom Support, Windows keyboard shortcuts, read October 31, 2026. Settings, Keyboard shortcuts lets you edit a key or make it global.

Free to print and share ·
sharacursor.com/tools/zoom-shortcuts/