

Instructions for setting up shortcuts on Skype

Using keyboard shortcuts on Skype will make our messaging and video calling much simpler. In particular, you can set up some shortcuts for options on Skype.

Using shortcut keys is definitely faster than we use traditional mouse manipulation. And Skype messaging, chat and free voice calls are no exception. Skype keystroke combinations can completely help you manipulate the fastest options, especially we can completely set up shortcuts on Skype.

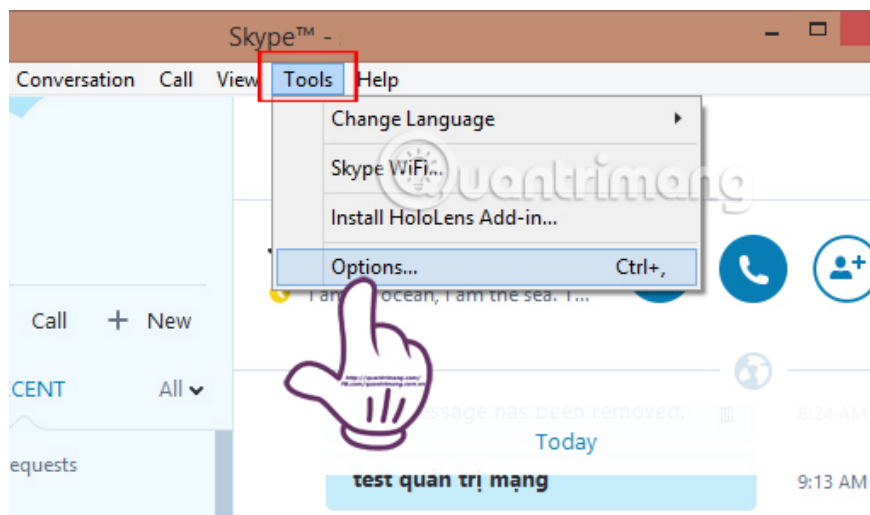
When enabling shortcut keys, users can install new shortcut keys on Skype, or change the set of shortcut keys that are already set up, depending on the convenience of each user. So how can I install shortcuts on Skype myself?

Step 1:

First of all, you need to open the Skype software on your computer and log in to your personal account.

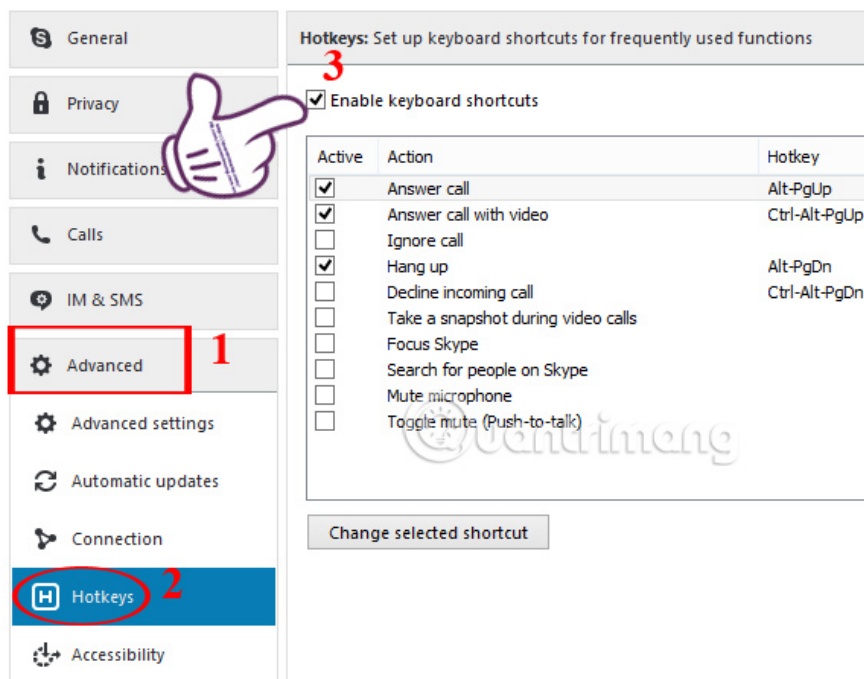
Step 2:

At the main interface, click on **Tools** and select **Options** .



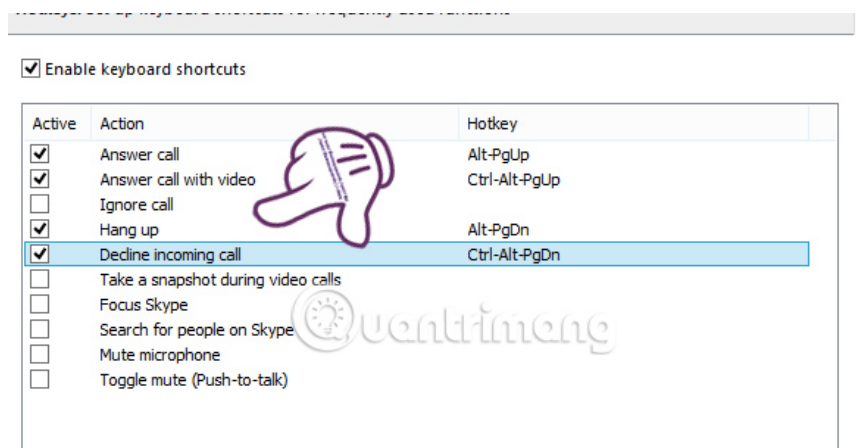
Step 3:

In the Options interface, we will click on **Advanced** in the left menu, then select **Hotkeys**. Next, look to the right interface and check **the Enable Keyboard Shortcuts box** to activate the shortcut function on Skype.



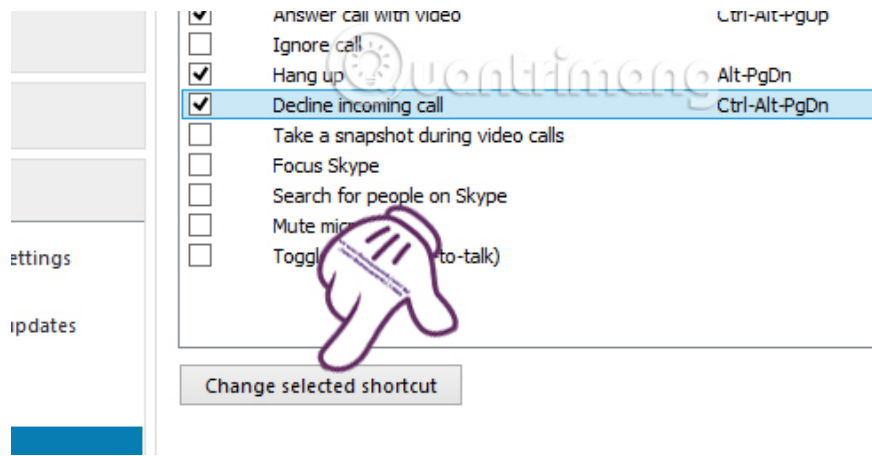
Step 4:

Also at that interface right below, we click on the actions you want to use the shortcut with available shortcut keys when using Skype, including: Answer call, Answer call with video, Hang up and Decline incoming call.



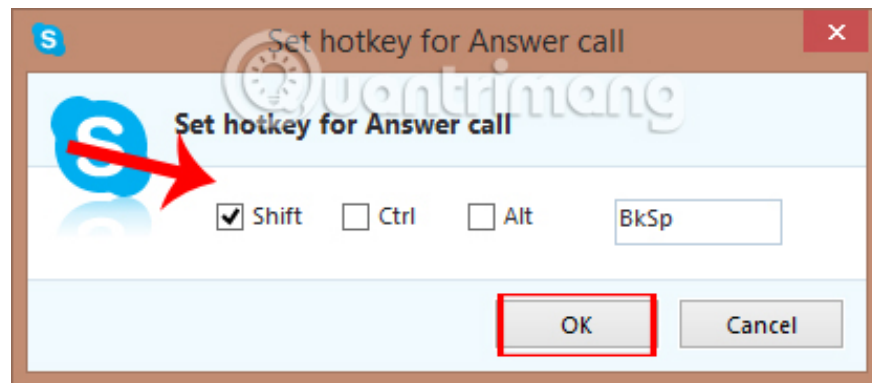
Step 5:

To **change other shortcut keys** for options, click the **Change selected shortcut** button directly below the list. For example, I want to change the keyboard shortcut for the Answer call option.

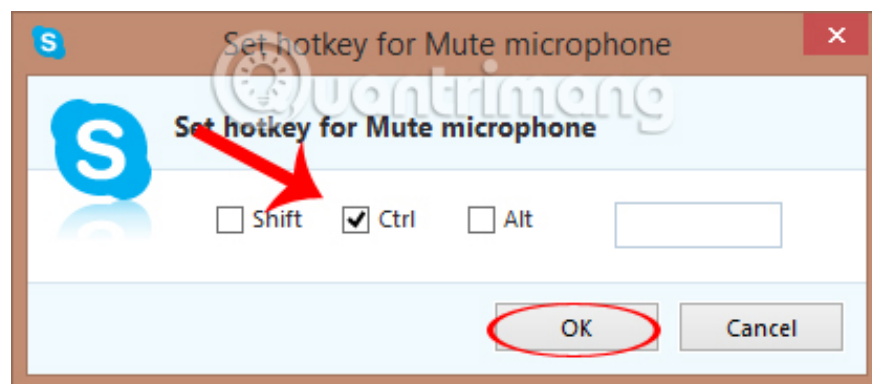


Step 6:

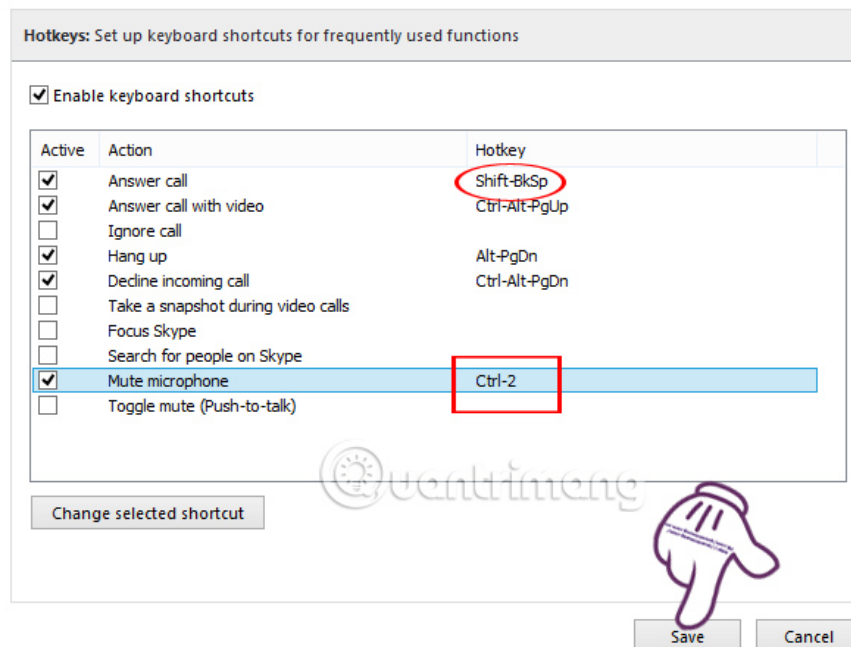
Soon a small window appeared. Here, you just need to change the keyboard shortcut to facilitate the use on Skype. Click **OK** to change the new settings.



In addition, we can also **set new shortcuts** for options that do not yet have a shortcut key combination. For example, I want to create a new shortcut for the Mute microphone operation. You just need to click on that option and also appear a new keystroke. Select and enter the new shortcut key combination, then click OK.



Going back to the Skype shortcut list, you will see the new shortcut key combination has been changed. Click **Save** to save.



Pretty simple, isn't it ?! With just a few taps, we can change the established shortcuts or create a complete shortcut key in the Skype actions list. With the shortcut list for the options you set yourself, using Skype will be faster and more convenient.

Refer to the following articles:

1. Guide to chat with lots of Skype nick on the same computer
1. How to fix Skype has stopped working
1. These 3 simple ways help you block "completely" ads on Skype

I wish you all success!

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