

Summary of shortcuts for Microsoft Teams to learn online

Microsoft Teams shortcuts help users work faster during online learning or meeting remotely on the computer. The following article will summarize all the keyboard shortcuts when using Microsoft Teams.

In addition to choosing Zoom to study on computers, many schools or offices also choose many other software such as Skype with Meet Now or Microsoft Teams for video communication. And in the process of using Microsoft Teams, shortcuts are essential to make it easier to manipulate and perform faster, in addition to using a traditional mouse.

1. Microsoft Teams shortcut on Windows

General shortcut keys

Manipulation	Microsoft Teams Windows	Microsoft Teams Web
Show keyboard shortcuts	Ctrl+.	Ctrl+.
Go to Search	Ctrl+E	Ctrl+E
Show commands	Ctrl+/	Ctrl+/
Move to	Ctrl+G	Ctrl+ Shift+G
Start chatting	Ctrl+N	Left Alt+N
Open Settings	Ctrl+,	Ctrl+,
Open Help	F1	Ctrl+F1
Closed	Esc	Esc
Enlarge	Ctrl+=	There is no shortcut
Small Prime	Ctrl+-	There is no shortcut

Navigation shortcut

Manipulation	Microsoft Teams Windows	Microsoft Teams Web
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

Open Calls	Ctrl+5	Ctrl+ Shift+5
Open Files	Ctrl+6	Ctrl+ Shift+6
Go to previous list item	Left Alt+?	Left Alt+
Go to next list item	Left Alt+?	Left Alt+?
Move the selected group up	Ctrl+ Shift+?	There is no shortcut
Move selected group down	Ctrl+ Shift+?	There is no shortcut
Go to the previous one	Ctrl+ Shift+F6	Ctrl+ Shift+F6
Go to the next part	Ctrl+F6	Ctrl+F6

Messaging shortcuts

Manipulation	Microsoft Teams Windows	Microsoft Teams Web
Go to the message box	C	C
Expand the messaging frame	Ctrl+ Shift+X	Ctrl+ Shift+X
Send (expanded frame)	Ctrl+Enter	Ctrl+Enter
File attached	Ctrl+O	Ctrl+ Shift+O
New line break	Shift+Enter	Shift+Enter
Reply to a message thread	R	R
Mark important news	Ctrl+ Shift+I	Ctrl+ Shift+I

Meeting and calling shortcuts

Manipulation	Microsoft Teams on Windows	Microsoft Teams on the Web
Accept video calls	Ctrl+ Shift+A	Ctrl+ Shift+A
Accept audio calls	Ctrl+ Shift+S	Ctrl+ Shift+S
Deny all	Ctrl+ Shift+D	Ctrl+ Shift+D
Start an audio call	Ctrl+ Shift+C	Ctrl+ Shift+C
Start a video call	Ctrl+ Shift+U	Ctrl+ Shift+U
Enable / Disable Mute	Ctrl+ Shift+M	Ctrl+ Shift+M
Video On / Off	Ctrl+ Shift+O	There is no shortcut
Turn on / off full screen	Ctrl+ Shift+F	Ctrl+ Shift+F
Go to the sharing toolbar	Ctrl+ Shift+Space	Ctrl+ Shift+Space

2. Shortcuts using Microsoft Teams on the Mac

General shortcut keys

Manipulation	Microsoft Teams on Mac	Microsoft Teams on the Web
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Show keyboard shortcuts	Command+.	Command+.
Go to Search	Command+E	Command+E
Go	Command+G	Command+ Shift+G
Start a new conversation	Command+N	Option+N
Open Settings	Command+,	Command+ Shift+,
Open Help	F1	Command+F1
Closed	Esc	Esc
Enlarge	Command+=	There is no shortcut
Zoom out	Command+-	There is no shortcut
Return to default Zoom ratio	Command+0	There is no shortcut

Navigation shortcut

Manipulation	Microsoft Teams Mac	Microsoft Teams Web
Open Activity	Command+1	Command+ Shift+1
Open Chat	Command+2	Command+Shift+2
Open Teams	Command+3	Command+Shift+3
Open Calendar	Command+4	Command+Shift+4
Open Calls	Command+5	Command+Shift+5
Open Files	Command+6	Command+Shift+6
Go to previous list item	Left Option+?	Left Option+?
Go to next list item	Left Option+?	Left Option+?
Move the selected group up	Command+ Shift+?	There is no shortcut
Move selected group down	Command+ Shift+?	There is no shortcut
Go to the previous one	Command+ Shift+F6	Command+ Shift+F6
Go to the next part	Command+F6	Command+F6

Messaging shortcuts

Manipulation	Microsoft Teams Mac	Microsoft Teams Web
Go to edit box	C	C
Expand the edit box	Command+ Shift+X	Command+ Shift+X
Submit (expanded edit box)	Command+Enter	Command+Enter
File attached	Command+O	Command+ Shift+O
Start a new line	Shift+Enter	Shift+Enter
Reply to a message thread	R	R

Meeting and calling shortcuts

Manipulation	Microsoft Teams Mac	Microsoft Teams on the Web
Accept video calls	Command+ Shift+A	Command+ Shift+A
Accept audio calls	Command+ Shift+S	Command+ Shift+S
Deny all	Command+ Shift+D	Command+ Shift+D
Start an audio call	Command+ Shift+C	Command+ Shift+C
Start a video call	Command+ Shift+U	Command+ Shift+U
Enable / Disable Mute	Command+ Shift+M	Command+ Shift+M
Video On / Off	Command+ Shift+O	There is no shortcut
Turn on / off full screen	Command+ Shift+F	Command+ Shift+F
Go to the sharing toolbar	Command+ Shift+Space	Command+ Shift+Space

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