

Summary of shortcuts using Zoom learning online

Using keyboard shortcuts when learning on Zoom makes operations faster, and we can change the keyboard shortcuts as we like.

Zoom Meeting software is currently being selected by many teachers and students to learn online, because the way to use Zoom Learning online is very simple and can use Zoom on the phone is also very simple. And when learning online on Zoom, we are provided with a set of shortcuts for easy implementation during learning. Using keyboard shortcuts is definitely faster than using mouse gestures. Besides, the software also allows you to change shortcuts to perform conveniently as you like. The following article will guide you how to change keyboard shortcuts and summarize keyboard shortcuts on Zoom.

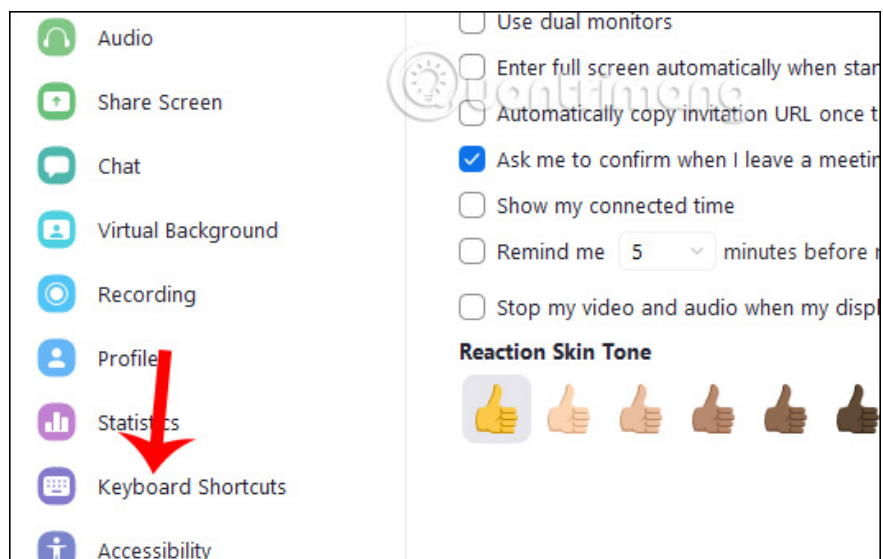
Set up online learning shortcut on Zoom

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Instructions for changing shortcuts on Zoom

Step 1:

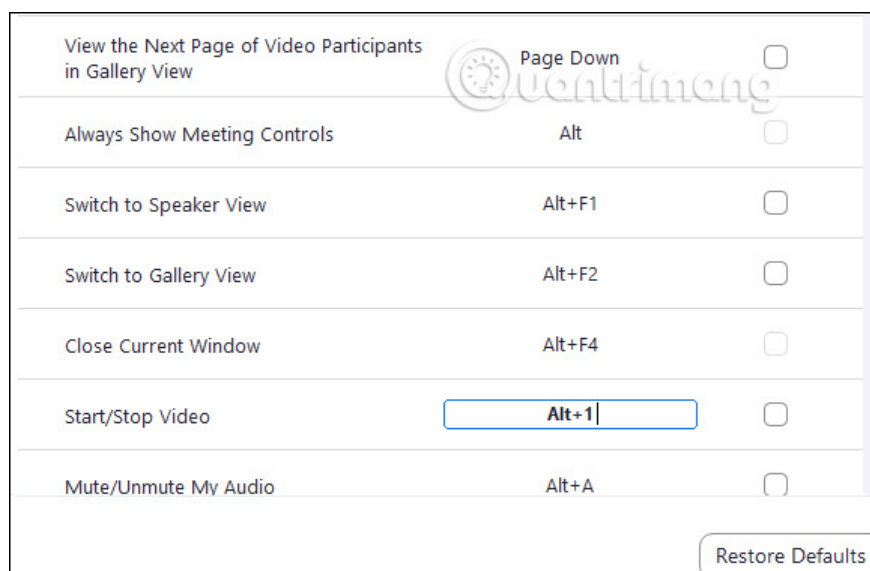
At the Zoom interface, click **the gear icon** to access the Settings interface on the software. Here you click on the **Keyboard Shortcuts** section to see the shortcuts.



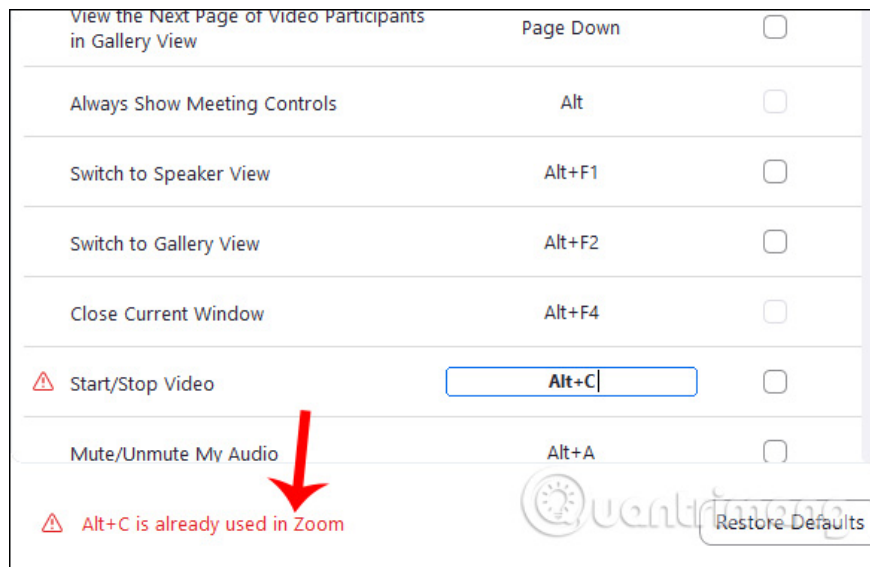
Step 2:

Soon you see the list of keyboard shortcuts. Here the user can change the keyboard shortcut to his liking, by clicking on the current shortcut and **entering a new shortcut**.

If you want to return to the old shortcut, **click Restore Defaults** below.



Note that you cannot select the shortcut used in Zoom. If the message appears as below, you need to change another shortcut key combination.



Summary of shortcuts on Zoom

Zoom shortcut on Windows

1. F6: Navigate between popup windows in Zoom
2. Ctrl + Alt + Shift: Switch focus to control the meeting on Zoom
3. PageUp: View 25 previous video classes in gallery view - Gallery View
4. PageDown: See the next 25 video meetings / classes in Gallery View
5. Alt: Turn on / off the Always show meeting control toolbar option in the Accessibility Settings
6. Alt + F1: Switch to an active speaker viewer during video meetings
7. Alt + F2: Switch to the video gallery viewer in the meeting
8. Alt + F4: Close the current window
9. Alt + V: Start / Stop the video
10. Alt + A: Turn off / unmute audio
11. Alt + M: Turn off / unmute all members except the meeting owner. Note: Only for the meeting host
12. Alt + S: Open the screen sharing window and stop screen sharing. Note: Will only work when the control toolbar is used
13. Alt + Shift + S: Start / Stop sharing a new screen. Note: Will only work when using the control toolbar
14. Alt + T: Pause or resume screen sharing. Note: Will only work when using the control toolbar
15. Alt + R: Start / Stop local recording
16. Alt + C: Start / Stop recording in the cloud
17. Alt + P: Stop or continue recording
18. Alt + N: Switch camera
19. Alt + F: Enter or exit full screen mode
20. Alt + H: Show / Hide In-Meeting Chat panel
21. Alt + U: Show / Hide the Participants table
22. Alt + I: Open the Invite window
23. Alt + Y: Lift / Lower permissions
24. Alt + Shift + R: Activate Remote Control - Remote control
25. Alt + Shift + G: Stop Remote Control
26. Ctrl + 2: Read the name of the speaker

27. Ctrl + Alt + Shift + H: Show / Hide the meeting controls that are floating on the screen
28. Alt + Shift + T: Take a screenshot
29. Alt + L: Switch to horizontal / vertical view
30. Ctrl + W: Close current chat session
31. Ctrl + Up: Go to the previous conversation
32. Ctrl + Down: Go to the next conversation
33. Ctrl + T: Go to conversation with someone
34. Ctrl + F: Search
35. Ctrl + Tab: Go to the next tab (right)
36. Ctrl + Shift + Tab: Go to the previous tab (on the left)

Zoom shortcut on Mac

Keyboard shortcuts for meetings

1. ? + J: Join the meeting
2. ? + Control + V: Start the meeting
3. ? + J: Schedule a meeting
4. Control + Control + S: Share the screen via Direct Share
5. ? + Shift + A: Disable / Disable audio
6. ? + Control + M: Mute the sound for all members except the meeting owner (Only the meeting / classroom owner has this feature)
7. ? + Control + U: Disables the audio for all members except the meeting owner (Only the administrator has this feature)
8. Space: Activate Push to talk (walkie-talkie)
9. ? + Shift + V: Start / stop video
10. ? + Shift + N: Switch camera
11. ? + Shift + S: Start / stop screen sharing
12. ? + Shift + T: Pause or resume screen sharing
13. Shift + Shift + R: Start recording locally
14. Shift + Shift + C: Start recording in the cloud
15. ? + Shift + P: Pause or resume recording
16. Shift + Shift + W: Switch to the active speaker viewer or Gallery View, depending on the current viewing window.
17. Control + P: See the previous 25 members in the Gallery viewer
18. Control + N: See the next 25 members in the Gallery viewer
19. ? + U: Show / Hide the Participants table
20. ? + Shift + H: Show / Hide In-Meeting Chat panel
21. ? + I: Open the window to invite participants
22. Option + Y: Lift / Lower permissions
23. Ctrl + Shift + R: Remote control
24. Ctrl + Shift + G: Stop the remote control
25. Shift + Shift + F: Enter or exit full screen mode
26. ? + Shift + M: Switch to the minimized window
27. Ctrl + Option + Command + H: Show / Hide meeting controls
28. Ctrl + Shift + R: Remote control
29. Ctrl + Shift + G: Stop the remote control

30. Ctrl + : Turn on / off "Always Show meeting controls" in Settings / Accessibility
31. ? + W: Remind to end or leave the meeting

Chat shortcut

1. ? + K: Switch to the conversation with someone
2. ? + T: Take a screenshot
3. General shortcut keys
4. W + W: Close the current window
5. L + L: Switch to vertical or horizontal screen view, depending on the current view window
6. Ctrl + T: Switch to the next tab.

Zoom shortcut on Linux

1. Ctrl + Tab: Switch to the next tab
2. Alt: Turn on / off the 'Always show meeting controls' option in Settings / Accessibility
3. Alt + V: Start / Stop Video
4. Alt + A: Disable / Deactivate your audio
5. Alt + M: Deactivate / deactivate the audio of all members except the host (only available for the meeting host)
6. Alt + S: Start / Stop screen sharing
7. Alt + T: Stop / Continue screen sharing
8. Alt + R: Start / Stop local recording
9. Alt + C: Start / Stop recording in the cloud
10. Alt + P: Pause / resume recording
11. Alt + N: Switch camera
12. Esc: Enter / Exit full screen mode
13. Alt + U: Show / Hide the Participants table
14. Alt + I: Open the invite window
15. Alt + Y: Lift / Lower permissions
16. Alt + Shift + R: Start the remote control
17. Alt + Shift + G: Revoke the remote control
18. Alt + Shift + T: Take a screenshot
19. Ctrl + W: Close current chat session

Zoom shortcut on iPad

When learning Zoom on an iPad with the keyboard, you can use the shortcuts below.

1. Command + Shift + A: Turn off / unmute my audio
2. Command + Shift + V: Start / Stop my video
3. Command + Shift + H: Show / Hide chat
4. Command + Shift + M: Minimize the meeting
5. Command + U: Show / Hide managing members
6. Command + W: Close the front window, for example members or meeting settings

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