







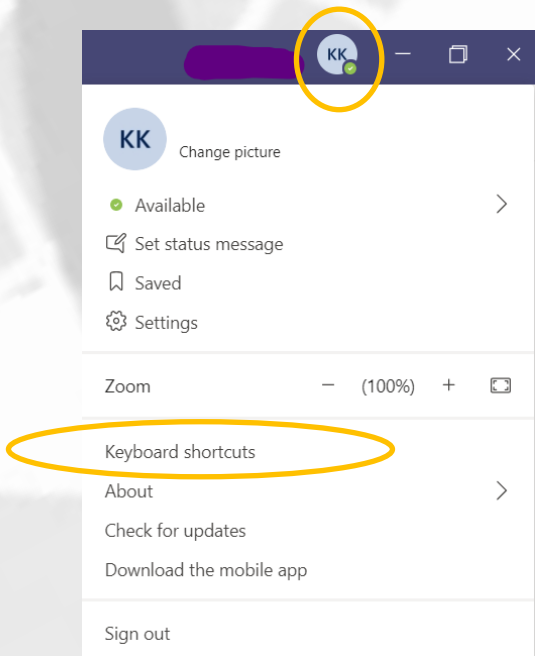
## Using Keyboard Shortcuts in Microsoft Teams

Keyboard shortcuts can make using an application much easier and can be a time saver. Some people even prefer to access features with the keyboard instead of the mouse.

-  There are several ways to get access to the keyboard shortcut list
-  The list has a keyboard shortcut for almost every function in Teams
-  You might want to choose just a few of your favorites to begin with and see if you prefer to use the keyboard for certain functions

## Accessing the Keyboard Shortcut List

-  There are several ways to access the keyboard shortcut list in Teams
  1. Click the icon on the top right of the Teams application with your initials or picture
  2. Select Keyboard shortcuts





3. Or pull up the keystroke list using a keystroke!
4. Try pressing Ctrl+Period (.)
5. Or press Ctrl+E to go to the Search field, type /keys, and then press Enter
6. This is only a partial list – when you pull the list up, keep scrolling for more
7. Or click the **“See shortcuts for all platforms”** link to go the Microsoft Teams web page with more information and even more keystrokes

Keyboard shortcuts							
<b>General</b>							
Show keyboard shortcuts	Ctrl	.	Go to Search	Ctrl	E		
Show commands	Ctrl	/	Open filter	Ctrl	Shift	F	
Goto	Ctrl	G	Open apps flyout	Ctrl	`		
Start new chat	Ctrl	N	Open Settings	Ctrl	,		
Open Help	F1		Close	Escape			
Zoom in	Ctrl	=	Zoom out	Ctrl	-		
Reset zoom level	Ctrl	0					
<b>Navigation</b>							
Open Activity	Ctrl	1	Open Chat	Ctrl	2		
Open Teams	Ctrl	3	Open Calendar	Ctrl	4		
Open Calls	Ctrl	5	Open Files	Ctrl	6		
Go to previous list item	Alt	↑	Go to next list item	Alt	↓		
Move selected team up	Ctrl	Shift	↑	Move selected team down	Ctrl	Shift	↓

[See shortcuts for all platforms](#) | Office Accessibility Center

8. You can also go to <https://go.microsoft.com/fwlink/?linkid=846420> to get to the Microsoft page with all the shortcuts