



General

Key	Function to
F1	Open Help
ctrl + .	Show keyboard shortcuts
esc	Close
ctrl + /	Show commands
ctrl + shift + F	Open filter
ctrl + \	Open apps layout
ctrl + N	Start new chat
ctrl + ,	Open Settings
ctrl + =	Zoom in
ctrl + -	Zoom out
ctrl + 0	Reset Zoom

Navigation

Key	Function to
ctrl + 1	Open Activity
ctrl + 2	Open Chat
ctrl + 3	Open Teams
ctrl + 4	Open Calendar
ctrl + 5	Open Calls
ctrl + 6	Open Files
ctrl + shift + ↑	Move selected Team up
ctrl + shift + ↓	Move selected Team down
alt + shift + ↑	Go to previous List item
alt + shift + ↓	Go to next List item
ctrl + shift + H	Open History menu
ctrl + shift + F6	Go to previous Section
ctrl + F6 +	Go to next Section

Messaging

Key	Function to
alt + shift + C	Start a new Conversation
alt + shift + C	Go to Compose box
ctrl + shift + X	Expand Compose box
ctrl + enter	Send (Expanded Compose box)
shift + enter	Start new Line
alt + shift + R	Reply to a Thread
ctrl + shift + I	Mark as important
ctrl + F	Search current Chat/Channel messages



Meetings & Calls

Key	Function to
ctrl + shift + A	Accept video call
ctrl + shift + S	Accept audio call
ctrl + shift + D	Decline call
ctrl + shift + C	Start audio call
ctrl + shift + U	Start video call
ctrl + shift + H	End audio or video call
ctrl + shift + M	Toggle mute
ctrl + shift + space	Temporarily mute
ctrl + shift + O	Toggle Video
ctrl + shift + P	Toggle Background blur
ctrl + shift + E	Start Screen sharing
ctrl + shift + A	Accept Screen sharing
ctrl + shift + D	Decline Screen sharing
ctrl + shift + space	Go to Sharing toolbar
ctrl + shift + Y	Admit people from Lobby notification

Meetings & Calls

Key	Function to
ctrl + shift + L	Announce raised Hands
ctrl + shift + K	Raise or Lower your Hand
ctrl + shift + F	Filter current List
alt + .	Go to current Time
ctrl + alt + ←	Go to previous Day/Week
ctrl + alt + →	Go to next Day/Week
ctrl + alt + 1	View Day
ctrl + alt + 2	View Work week
ctrl + alt + 3	View Week
alt + shift + J	Join from Meeting details
alt + shift + S	Go to suggested Time
alt + shift + N	Schedule a Meeting
ctrl + S	Save/Send Meeting request