Program Name	Description	ShortCut Keys	Action
Microsoft Teams	General Controls:	Ctrl + /	Open Command Menu
Microsoft Teams	General Controls:	Ctrl + 1	Toggle Activity Feed
Microsoft Teams	General Controls:	Ctrl + 2	Toggle Chat
Microsoft Teams	General Controls:	Ctrl + 3	Toggle Teams
Microsoft Teams	General Controls:	Ctrl + 4	Toggle Calendar
Microsoft Teams	General Controls:	Ctrl + 5	Toggle Calls
Microsoft Teams	General Controls:	Ctrl + 6	Toggle Files
Microsoft Teams	General Controls:	Ctrl + .	Toggle Apps
Microsoft Teams	General Controls:	Ctrl + Shift + M	Toggle Meet Now
Microsoft Teams	Chat and Messaging:	Ctrl + N	Start a New Chat
Microsoft Teams	Chat and Messaging:	Ctrl + .	Go to Next Chat
Microsoft Teams	Chat and Messaging:	Ctrl + ,	Go to Previous Chat
Microsoft Teams	Chat and Messaging:	Ctrl + Shift + U	Mark as Unread
Microsoft Teams	Chat and Messaging:	Ctrl + B	Bold Text
Microsoft Teams	Chat and Messaging:	Ctrl + I	Italics Text
Microsoft Teams	Chat and Messaging:	Ctrl + U	Underline Text
Microsoft Teams	Chat and Messaging:	Ctrl + Enter	Send Message
Microsoft Teams	Chat and Messaging:	Shift + Enter	New Line in Message
Microsoft Teams	Chat and Messaging:	Up Arrow	Edit Last Sent Message
Microsoft Teams	Chat and Messaging:	Ctrl + F	Search in Chat
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + A	Accept Incoming Call
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + D	Decline Incoming Call
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + C	Start Audio Call
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + U	Start Video Call
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + M	Toggle Mute
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + O	Toggle Video
Microsoft Teams	Meetings and Calls:	Ctrl + Shift + O	Open Calendar
Microsoft Teams	Navigation:	Ctrl + 1	Go to Activity Feed
Microsoft Teams	Navigation:	Ctrl + 2	Go to Chat
Microsoft Teams	Navigation:	Ctrl + 3	Go to Teams
Microsoft Teams	Navigation:	Ctrl + 4	Go to Calendar
Microsoft Teams	Navigation:	Ctrl + 5	Go to Calls
Microsoft Teams	Navigation:	Ctrl + 6	Go to Files
Microsoft Teams	Navigation:	Ctrl + E	Go to Search
Microsoft Teams	Navigation:	Ctrl + /	Go to Command Box
Microsoft Teams	Other Shortcuts:	Ctrl + ,	Open Settings
Microsoft Teams	Other Shortcuts:	Ctrl + Shift + F	Toggle Full-Screen Mode
Microsoft Teams	Other Shortcuts:	F1	Open Help