

Microsoft Teams Productivity Cheat Sheet

General Shortcuts

Go To	Ctrl + G
Go to Search	Ctrl + E
Show Keyboard Shortcuts	Ctrl + .
Start a New Chat	Ctrl + N
Settings	Ctrl + ,
Show Commands	Ctrl + / (<i>forward slash</i>)
Zoom In	Ctrl + = (equal sign)
Zoom Out	Ctrl + - (minus sign)
Help	F1

Navigating the Menus

Teams	Ctrl + / (<i>forward slash</i>)
Calls	Ctrl + = (equal sign)
Chat	Ctrl + - (minus sign)
Files	Ctrl + 6
Calendar	Ctrl + 4
Activity	Ctrl + 1

Sending Messages

Send from Expanded Compose Box	Ctrl + Enter
New Line	Shift + Enter
Attach File	Ctrl + O
Expand Compose Box	Ctrl + Shift + X
Go to Compose Box	C

Calls & Meetings	
Start Video Call	Ctrl + Shift + U
Start Audio Call	Ctrl + Shift + C
Accept Audio Call	Ctrl + Shift + S
Accept Video Call	Ctrl + Shift + A
Decline Call	Ctrl + Shift + D
Toggle Video	Ctrl + Shift + O
Toggle Voice (Mute)	Ctrl + Shift + M
Toggle Background (Privacy Blur)	Ctrl + Shift + P
Toggle Fullscreen	Ctrl + Shift + F
Calendar	
Next Day/Week	Ctrl + Alt + →
Previous Day/Week	Ctrl + Alt + ←
View Day	Ctrl + Alt + 1
View Week	Ctrl + Alt + 3
View Work Week	Ctrl + Alt + 2
Go to Current Time	Alt + .
Schedule A Meeting	Alt + Shift + N