



**My e-Learning Hub**

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# **MICROSOFT TEAMS SHORTCUTS**

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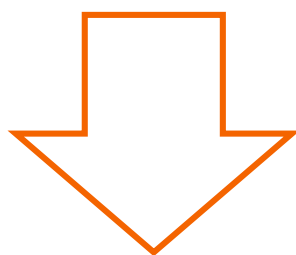
*Keyboard Shortcuts*



As per the survey conducted, many users have voted that working with [shortcuts](#) is easier rather than working with the mouse. [Microsoft Team](#) is committing towards getting a boost in your team working life. Microsoft Team Shortcuts are grouped into several categories. These shortcuts are helpful to the one with vision disabilities and users with mobility.

I have tried my best to give you a list of Microsoft Team Shortcuts which are used more often or which are used less as well. Microsoft Team allows you to communicate with your employees, partner, client and more. In other words, it provides with a common workspace so that the sharing of information becomes easy.

Microsoft Team is one of the software of Microsoft 360. You can have a look at the [Microsoft Publisher Shortcuts](#) as well.





# GENERAL SHORTCUTS

Open keyboard shortcuts

Alt /

Help

Alt H

Open settings

Alt G

Start a new chat

Alt N

Go to search

Alt E

Close a dialog or move focus

Esc

Go to next section

Ctrl F6

Go to previous section

Ctrl Shift F6

Open Activity

Alt 1

Open Chat

Alt 2

Open Teams

Alt 3

Open Meetings

Alt 4



# GENERAL SHORTCUTS

Open files

Alt 5

Go to previous list item

Alt ↑

Go to next list item

Alt ↓

Go to previous tab

Alt ←

Go to next tab

Alt →

Expand Compose Box

Alt X

Send a message when compose box

Ctrl Enter

Open emoji menu

Alt Q

Attach file

Alt A

Start a new line

Shift Enter

Accept call

Ctrl Alt A

Decline call

Ctrl Alt D



# GENERAL SHORTCUTS

Start an audio call

Ctrl Alt C

Start an video call

Ctrl Alt V

Mute/Unmute Audio

Ctrl Alt M

Turn video on/off

Ctrl Alt O

Switch to or exit full screen mode

Ctrl Alt F

All of these shortcuts are helpful while working with desktop. No shortcuts key is available for mobile device users. The Latest update made in the [Microsoft Team](#) is the Command Bar.

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