

General

Action	In the Desktop app	In the Web app
Show keyboard shortcuts	Ctrl + . (period)	Ctrl + . (period)
Go to Search	Ctrl + E	Ctrl + E
Show commands	Ctrl + / (slash)	Ctrl + / (slash)
Go To	Ctrl + G	Ctrl + Shift + G
Start a new chat	Ctrl + N	Alt + N
Open Settings	Ctrl + , (comma)	Ctrl + , (comma)
Open Help	F1	Ctrl + F1
Open Filter	Ctrl + Shift + F	Ctrl + Shift + F
Close	Esc	Esc
Open apps flyout	Ctrl + ` (grave)	Ctrl + ` (grave)
Zoom out	Ctrl + - (minus sign)	Ctrl + - (minus sign)
Zoom in	Ctrl + + (plus sign)	Ctrl + + (plus sign)
Reset zoom level	Ctrl + 0 (zero)	Ctrl + 0 (zero)

Navigation

Action	In the Desktop app	In the Web app
Open Activity	Ctrl + 1 *	Ctrl + Shift + 1
Open Chat	Ctrl + 2 *	Ctrl + Shift + 2
Open Teams	Ctrl + 3 *	Ctrl + Shift + 3
Open Calendar	Ctrl + 4 *	Ctrl + Shift + 4
Open Calls	Ctrl + 5 *	Ctrl + Shift + 5
Open Files	Ctrl + 6 *	Ctrl + Shift + 6
Go to previous list item	Left Alt + ↑	Alt + ↑
Go to next list item	Left Alt + ↓	Alt + ↓
Move selected team up	Ctrl + Shift + ↑	No shortcut
Move selected team down	Ctrl + Shift + ↓	No shortcut
Go to previous section	Ctrl + Shift + F6	Ctrl + Shift + F6
Go to next section	Ctrl + F6	Ctrl + F6

* Based on the default app bar configuration. If you've changed the order of your apps, the command depends on the app's sequential order on the app bar.

Find more Teams Tips & Tricks at:
[TheSoftwarePro.com/Teams](https://www.thesoftwarepro.com/teams)

Messaging

Action	In the Desktop app	In the Web app
Go to compose box	Alt + Shift + C	Alt + Shift + C
Expand compose box	Ctrl + Shift + X	Ctrl + Shift + X
Send (expanded compose box)	Ctrl + Enter	Ctrl + Enter
Attach file	Ctrl + O	Ctrl + Shift + O
Start new line	Shift + Enter	Shift + Enter
Reply to thread	Alt + Shift + R	Alt + Shift + R
Mark as important	Ctrl + Shift + I	Ctrl + Shift + I

Meetings, Calls & Calendar

Action	In the Desktop app	In the Web app
Schedule a meeting	Alt + Shift + N	Alt + Shift + N
Save/send meeting request	Ctrl + S	Ctrl + S
Join from meeting details	Alt + Shift + J	Alt + Shift + J
Admit people from lobby	Ctrl + Shift + Y	Ctrl + Shift + Y
Accept video call	Ctrl + Shift + A	Ctrl + Shift + A
Accept audio call	Ctrl + Shift + S	Ctrl + Shift + S
Decline call or screen share	Ctrl + Shift + D	Ctrl + Shift + D
Start audio call	Ctrl + Shift + C	Ctrl + Shift + C
Start video call	Ctrl + Shift + U	Ctrl + Shift + U
Toggle mute	Ctrl + Shift + M or Spacebar	Ctrl + Shift + M or Spacebar
Toggle video	Ctrl + Shift + O	No shortcut
Toggle full screen	Ctrl + Shift + F	Ctrl + Shift + F
Toggle background settings	Ctrl + Shift + P	Ctrl + Shift + P
Open sharing toolbar	Ctrl + Shift + Space	Ctrl + Shift + Space
Share your screen	Ctrl + Shift + E	Ctrl + Shift + E
Accept screen share	Ctrl + Shift + A	Ctrl + Shift + A
Raise hand	Ctrl + Shift + K	Ctrl + Shift + K
Go to next day/week	Ctrl + Alt + →	Ctrl + Alt + →
Go to previous day/week	Ctrl + Alt + ←	Ctrl + Alt + ←
View day	Ctrl + Alt + 1	Ctrl + Alt + 1
View workweek	Ctrl + Alt + 2	Ctrl + Alt + 2
View week	Ctrl + Alt + 3	Ctrl + Alt + 3
Go to current time	Alt + . (period)	Alt + . (period)
Go to suggested time	Alt + Shift + S	Alt + Shift + S