

Microsoft Teams Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from linuru.com

Navigation

Action	Mac	Windows	Linux
Go to Activity	Cmd + 1	Ctrl + 1	Ctrl + 1
Go to Chat	Cmd + 2	Ctrl + 2	Ctrl + 2
Go to Teams	Cmd + 3	Ctrl + 3	Ctrl + 3
Go to Calendar	Cmd + 4	Ctrl + 4	Ctrl + 4
Go to Calls	Cmd + 5	Ctrl + 5	Ctrl + 5
Go to Files	Cmd + 6	Ctrl + 6	Ctrl + 6
Go to search	Cmd + E	Ctrl + E	Ctrl + E
Go to previous list item	Alt + Up	Alt + Up	Alt + Up
Go to next list item	Alt + Down	Alt + Down	Alt + Down
Go back in navigation history	Cmd + [	Alt + Left	Alt + Left

Messaging

Action	Mac	Windows	Linux
Start a new chat	Cmd + N	Ctrl + N	Ctrl + N
Start a new line in message	Shift + Enter	Shift + Enter	Shift + Enter
Send a message	Enter	Enter	Enter
Attach a file	Cmd + O	Ctrl + O	Ctrl + O
Expand the compose box	Cmd + Shift + X	Ctrl + Shift + X	Ctrl + Shift + X
Open emoji picker	Cmd + Shift + E	Ctrl + Shift + E	Ctrl + Shift + E
Open GIF picker	Cmd + Shift + G	Ctrl + Shift + G	Ctrl + Shift + G
Reply to a thread	R	R	R
Mark message as important	Cmd + Shift + I	Ctrl + Shift + I	Ctrl + Shift + I
Search current chat messages	Cmd + F	Ctrl + F	Ctrl + F

Meetings

Action	Mac	Windows	Linux
Toggle mute	Cmd + Shift + M	Ctrl + Shift + M	Ctrl + Shift + M
Toggle video	Cmd + Shift + O	Ctrl + Shift + O	Ctrl + Shift + O
Raise or lower hand	Cmd + Shift + K	Ctrl + Shift + K	Ctrl + Shift + K

Action	Mac	Windows	Linux
Share screen	Cmd + Shift + E	Ctrl + Shift + E	Ctrl + Shift + E
Toggle live captions	Cmd + Shift + U	Ctrl + Shift + U	Ctrl + Shift + U
Toggle background blur	Cmd + Shift + P	Ctrl + Shift + P	Ctrl + Shift + P
Accept video call	Cmd + Shift + A	Ctrl + Shift + A	Ctrl + Shift + A
Accept audio call	Cmd + Shift + S	Ctrl + Shift + S	Ctrl + Shift + S
Decline call	Cmd + Shift + D	Ctrl + Shift + D	Ctrl + Shift + D
Hang up current call	Cmd + Shift + B	Ctrl + Shift + B	Ctrl + Shift + B

Search & Commands

Action	Mac	Windows	Linux
Open search	Cmd + E	Ctrl + E	Ctrl + E
Open command box	Cmd + /	Ctrl + /	Ctrl + /
Use slash commands	/	/	/
Filter current view	Cmd + Shift + F	Ctrl + Shift + F	Ctrl + Shift + F
Go to search box from results	Alt + Shift + Up	Alt + Shift + Up	Alt + Shift + Up
Close search	Esc	Esc	Esc
Open apps flyout	Cmd + Shift + 1	Ctrl + Shift + 1	Ctrl + Shift + 1
Open keyboard shortcuts help	Cmd + .	Ctrl + .	Ctrl + .

Formatting

Action	Mac	Windows	Linux
Bold selected text	Cmd + B	Ctrl + B	Ctrl + B
Italicize selected text	Cmd + I	Ctrl + I	Ctrl + I
Underline selected text	Cmd + U	Ctrl + U	Ctrl + U
Strikethrough selected text	Cmd + Shift + X	Ctrl + Shift + X	Ctrl + Shift + X
Add a bullet list	Cmd + Shift + 8	Ctrl + Shift + 8	Ctrl + Shift + 8
Add a numbered list	Cmd + Shift + 7	Ctrl + Shift + 7	Ctrl + Shift + 7
Insert a blockquote	Cmd + Shift + 9	Ctrl + Shift + 9	Ctrl + Shift + 9
Insert a code snippet	Cmd + Shift + C	Ctrl + Shift + C	Ctrl + Shift + C
Insert a link	Cmd + K	Ctrl + K	Ctrl + K
Undo last action	Cmd + Z	Ctrl + Z	Ctrl + Z

Accessibility

Action	Mac	Windows	Linux
Read the last message	Cmd + Shift + R	Ctrl + Shift + R	Ctrl + Shift + R
Move focus to the compose box	Cmd + Shift + C	Ctrl + Shift + C	Ctrl + Shift + C
Zoom in	Cmd + =	Ctrl + =	Ctrl + =
Zoom out	Cmd + -	Ctrl + -	Ctrl + -
Reset zoom to default	Cmd + 0	Ctrl + 0	Ctrl + 0
Toggle high contrast mode	Cmd + Shift + H	Ctrl + Shift + H	Ctrl + Shift + H
Move focus to toolbar	Cmd + Shift + T	Ctrl + Shift + T	Ctrl + Shift + T
Navigate between sections	Cmd + F6	Ctrl + F6	Ctrl + F6
Open context menu	Shift + F10	Shift + F10	Shift + F10
Toggle full screen	Ctrl + Cmd + F	F11	F11