

You use Teams every day to connect with your team, set up meetings and manage tasks. Teams is a great collaboration tool when used effectively, plus it can save you time when managing your busy calendar. We compiled a list of handy Teams shortcuts for you to use. Use the shortcuts below to attach a file to your chats, admit guests from the lobby for your team meetings and schedule meetings in just a few clicks. Save these shortcuts to your desktop and share with your team!

General Program Shortcuts

Ctrl + Period (.)	<i>Show keyboard shortcuts</i>
Ctrl + E	<i>Go to Search</i>
Ctrl + Slash (/)	<i>Show commands</i>
Ctrl + G	<i>Go to</i>
Ctrl + N	<i>Start a new chat</i>
Ctrl + Comma (,)	<i>Open Settings</i>
F1	<i>Open Help</i>

Navigation

Ctrl + 1	<i>Open Activity</i>
Ctrl + 2	<i>Open Chat</i>
Ctrl + 3	<i>Open Teams</i>
Ctrl + 4	<i>Open Calendar</i>
Ctrl + 5	<i>Open Calls</i>
Ctrl + 6	<i>Open Files</i>
Ctrl + Shift + H	<i>Open the History menu</i>

Messaging

Alt + Shift + C	<i>Start a new conversation</i>
Ctrl + O	<i>Attach a file</i>
Shift + Enter	<i>Start a new line</i>
Alt + Shift + R	<i>Reply to a thread</i>
Ctrl + Shift + I	<i>Mark as important</i>
Ctrl + F	<i>Search current Chat/Channel messages</i>

Meetings and Calls

Ctrl + Shift + A	<i>Accept video call</i>
Ctrl + Shift + S	<i>Accept audio call</i>
Ctrl + Shift + D	<i>Decline call</i>
Ctrl + Shift + C	<i>Start audio call</i>
Ctrl + Shift + U	<i>Start video call</i>
Ctrl + Shift + B	<i>End audio/video call</i>
Ctrl + Shift + M	<i>Toggle mute</i>
Ctrl + Shift + K	<i>Raise or lower your hand</i>
Ctrl + Shift + Y	<i>Admit people from lobby notification</i>
Ctrl + Shift + P	<i>Toggle background blur</i>
Alt + Shift + N	<i>Schedule a meeting</i>

Put these shortcuts into action with our Microsoft Teams training.

[Teams Essentials](#), our 3-hour course, covers the most important functions of Microsoft Teams in a half day session, especially useful if you're currently working from home. You'll learn how to communicate in channels, how to use chat effectively and how to customize your Teams experience.

[Teams Complete](#), our full day course, will increase your productivity, communication, and flexibility as you learn how to use Teams effectively within your organization. You'll learn how to manage files in a channel, how to use the wiki, and go in depth on how to use the chat function.