Useful Slash Commands for Microsoft Teams

What Is It?

Slash commands are quick actions that you can type directly into the **Search/Command Box** at the top of the Teams interface to navigate, communicate, or perform common tasks.
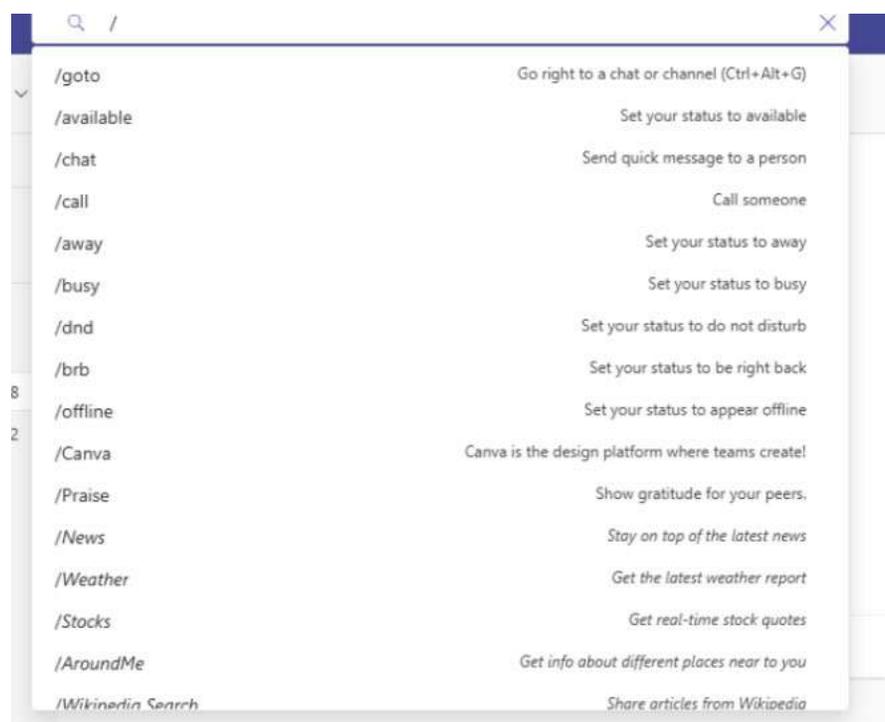
Why Would I Use It?

To work faster without leaving the keyboard. Slash commands eliminate the need to click through multiple menus. You can change your status, jump to recent files, or send a quick message in seconds.

How Do I Use It?

- Click the **Search bar** at the top of Teams.
- Type a **slash (/)** to see a list of available commands.

Top Teams Slash Commands

Command	Slash Command
Start a call	/call
View recent files	/files
Jump to a team or channel	/goto
Set Do Not Disturb status	/dnd
Get help	/help
Add details to your Teams message	/code, /loop, /gif, /record
Open chat in a new window	/window
Open settings	/settings
Mute the chat	/mute
Unmute the chat	/unmute
Search the page	/find
See your unread activity	/unread

Great Canadian Training offers several Microsoft Teams courses, available as public training or private group training!

Looking for more shortcuts? Download our FREE Best Teams Shortcuts now.

Learn more about slash commands and Microsoft Teams in our full-day Teams Complete course.

Need to learn the latest updates and new features? Take our Teams Upskilling course.

Build up your team and enhance your team's collaboration with our Become a Great Team with MS Teams and Team Building course.

Improve your hosting and facilitation skills in the Become a Great Producer with MS Teams and Hosting Meetings and Events course.

Wondering how Microsoft Teams integrates with Microsoft SharePoint and OneDrive? Take the Microsoft 365 Integrating with OneDrive, Teams, and SharePoint course to learn more!