



You use Teams every day to connect, 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 (.)	Show keyboard shortcuts
Ctrl + E	Go to Search
Ctrl + Slash (/)	Show commands
Ctrl + G	Go to
Ctrl + N	Start a new chat
Ctrl + Comma (,)	Open Settings
F1	Open Help

Navigation

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

Messaging

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



Meetings and Calls

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

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. Learn how to communicate in channels, use chat effectively, and 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. Learn how to manage files in a channel, use the wiki, and go in-depth on how to use the chat function.

Become a Great Team with MS Teams and Team Building, our full-day course, is an interactive course that will help you build teamwork skills and collaboration and develop strategies for facilitating team dynamics. Learn how to use Microsoft Teams to communicate in channels and have a cloud-based workspace. You will learn how to share content, use the whiteboard, and record transcripts and meeting notes during meetings.

Become a Great Producer with MS Teams and Hosting Meetings and Events is the perfect course for you if you produce virtual events using Teams. Dive into the Teams features and skills you need to feel confident executing a virtual meeting for your organization.

Contact us to learn more about your training options.