

# 16 essential keyboard shortcuts for Microsoft Teams



## Meetings and calls

Mute/unmute

Windows: **Ctrl** **Shift** **M**

macOS: **Command** **Shift** **M**

Turn camera on/off

Windows: **Ctrl** **Shift** **O**

macOS: **Command** **Shift** **M**

Blur background

Windows: **Ctrl** **Shift** **P**

macOS: **Command** **Shift** **P**

### Windows

### macOS



## Messaging

**Start a new chat**

Windows: **Ctrl** **N**

macOS: **Command** **N**

Attach a file

Windows: **Ctrl** **O**

macOS: **Command** **O**

Discover emoji

Windows: **:** **word**

macOS: **:** **word**

Edit your last message sent

Windows: **Up arrow**

macOS: **Up arrow**



## Navigation

**Open Activity**

Windows: **Ctrl** **1**

macOS: **Command** **1**

Open Chat

Windows: **Ctrl** **2**

macOS: **Command** **2**

Open Teams

Windows: **Ctrl** **3**

macOS: **Command** **3**

Open Calendar

Windows: **Ctrl** **4**

macOS: **Command** **4**

Open Calls

Windows: **Ctrl** **5**

macOS: **Command** **5**

Open Files

Windows: **Ctrl** **6**

macOS: **Command** **6**



## General

**Go to Search**

Windows: **Ctrl** **E**

macOS: **Command** **E**

Show commands

Windows: **Ctrl** **/**

macOS: **Command** **/**

Show all keyboard shortcuts

Windows: **Ctrl** **.**

macOS: **Command** **.**