General Shortcut keys

Action	Microsoft Teams shortcut on Desktop app	For Web app
Display keyboard shortcuts	Ctrl + Period (.)	Ctrl + Period (.)
Go to Search	Ctrl + E	Ctrl + Alt + E
Display commands	Ctrl + Slash (/)	Ctrl + Slash (/)
Open filter	Ctrl + Shift + F	Ctrl + Shift + F
Go to a specific team or channel	Ctrl + G	Ctrl + Shift + G
Open apps flyout	Ctrl + Accent (`)	Ctrl + Accent (`)
Start a new chat	Ctrl + N	Left Alt + N
Open Settings	Ctrl + Comma (,)	Ctrl + Shift + Comma (,)
Open Help	F1	Ctrl + F1
Close	Esc	Esc
Zoom in	Ctrl + Equals sign (=)	No shortcut
Zoom out	Ctrl + Minus sign (-)	No shortcut
Reset zoom level	Ctrl + 0	No shortcut

Navigation Microsoft Teams keyboard shortcuts

Action	Microsoft Teams shortcut on Desktop app	For Web app
Open Activity	Ctrl + 1	Ctrl + Shift + 1
Open Chat	Ctrl + 2	Ctrl + Shift + 2
Open Teams	Ctrl + 3	Ctrl + Shift + 3
Open Calendar	Ctrl + 4	Ctrl + Shift + 4
Open Calls	Ctrl + 5	Ctrl + Shift + 5
Open Files	Ctrl + 6	Ctrl + Shift + 6
Go to the previous list item	Left Alt + Up arrow key	Left Alt + Up arrow key
Go to the next list item	Left Alt + Down arrow key	Left Alt + Down arrow key
Move the selected team up	Ctrl + Shift + Up arrow key	Not available
Move the selected team down	Ctrl + Shift + Down arrow key	Not available
Open History menu	Ctrl + Shift + H	Not available
Go to the previous section	Ctrl + Shift + F6	Ctrl + Shift + F6

Go to the next section	Ctrl + F6	Ctrl + F6
Go to an open application	Ctrl + F6	Ctrl + F6

Messaging Keyboard shortcuts

Action	Microsoft Teams shortcut on Desktop app	For Web app
Begin a new conversation	Ctrl + N	Alt + N
Go to compose box	Alt + Shift + C	Alt + Shift + C
Expand compose box	Ctrl + Shift + X	Ctrl + Shift + X
Send a message	Ctrl + Enter	Ctrl + Enter
Start a new line	Shift + Enter	Shift + Enter
Reply to a thread	Alt + Shift + R	Alt + Shift + R
Mark a message as important	Ctrl + Shift + I	Ctrl + Shift + I
Search current chat or channel messages	Ctrl + F	Ctrl + F
Emojis	Windows + period (.)	Windows + period (.)

Meetings and calls shortcut key for Teams

Actions	Microsoft Teams shortcut on Desktop app	For Web app
Accept video call	Ctrl + Shift + A	Ctrl + Shift + A
Accept audio call	Ctrl + Shift + S	Ctrl + Shift + S
Decline call	Ctrl + Shift + D	Ctrl + Shift + D
Start audio call	Ctrl + Shift + C	Ctrl + Shift + C
Start video call	Ctrl + Shift + U	Ctrl + Shift + U
End audio call	Ctrl + Shift + H	Not available
End video call	Ctrl +Shift + H	Not available
Microsoft Teams keyboard shortcuts mute	Ctrl + Shift + M	Ctrl + Shift + M
Temporarily unmute	Ctrl + Spacebar	Ctrl + Spacebar
Announce raised hands (screen reader)	Ctrl + Shift + L	Ctrl + Shift + L
Raise or lower your hand	Ctrl + Shift + K	Ctrl + Shift + K
Start screen share session	Ctrl + Shift + E	Ctrl + Shift + E

Toggle video	Ctrl + Shift + O	No shortcut
Filter current list	Ctrl + Shift + F	Ctrl + Shift + F
Go to sharing toolbar	Ctrl + Shift + Spacebar	Ctrl + Shift + Spacebar
Decline screen share	Ctrl + Shift + D	Not available
Accept screen share	Ctrl + Shift + A	Not available
Admit people from the lobby notification	Ctrl + Shift + Y	Not available
Open the Background Settings menu	Ctrl + Shift + P	Not available
Schedule a meeting	Alt + Shift + N	Alt + Shift + N
Go to the current time	Alt + Period (.)	Alt + Period (.)
Go to the previous day or week	Ctrl + Alt + Left arrow key	Ctrl + Alt + Left arrow key
Go to the next day or week	Ctrl + Alt + Right arrow key	Ctrl + Alt + Right arrow key
View day	Ctrl + Alt + 1	Ctrl + Alt + 1
View workweek	Ctrl + Alt + 2	Ctrl + Alt + 2
View week	Ctrl + Alt + 3	Ctrl + Alt + 3

Save or send a meeting request	Ctrl + S	Ctrl + S
Join from meeting details	Alt + Shift + J	Alt + Shift + J
Go to the suggested time	Alt + Shift + S	Alt + Shift + S

Debug shortcut

Action	For Desktop app	For Web app
Download diagnostic logs	Ctrl + Alt + Shift + 1	Ctrl + Alt + Shift + 1