

ESSENTIAL

TEAMS SHORTCUTS



Ctrl Shift M

mute/unmute mic



Ctrl Shift O

video on/off



Ctrl Shift P

blur/unblur background

MEETINGS & CALLS



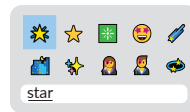
Ctrl N

start a new chat



Ctrl O

attach a file



Ctrl : word

discover emoji

He's a %#@*%\$#



Up arrow

edit your last message

MESSAGING



Ctrl 1

open activity



Ctrl 2

open chat



Ctrl 3

open teams



Ctrl 4

open calendar



Ctrl 5

open calls



Ctrl 6

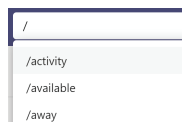
open files

NAVIGATION



Ctrl E

go to search



Ctrl /

show commands



Ctrl .

show all keyboard shortcuts

GENERAL