Cheatography

# Microsoft Teams Keyboard Shortcuts

by devynspencer via cheatography.com/23200/cs/44199/

| General | | |
|---|---|---|
| Action | Desktop | Web |
| Show keyboard shortcuts | Ctrl + Period (.) | Ctrl + Period (.) |

| Navigation | | |
|---|---|---|
| **Action** | **Shortcut (Desktop)** | **Utility** |
| Go to search | Ctrl + E | ★★★★★ |
| Filter existing chats | Ctrl + Shift + F | ★★★ |
| Reset zoom level | Ctrl + 0 | ★★★★ |
| Zoom in | Ctrl + = | ★★ |
| Zoom out | Ctrl + - | ★★ |
| Open settings | Ctrl + , | ★★★ |
| Open help | F1 | ★ |
| Start a new chat | Ctrl + N | ★★ |
| Start a new chat (in new window) | Ctrl + Shift + N | ★ |
| Open (existing) chat (in new window) | | ★★ |



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