



General

Show keyboard shortcuts	Ctrl + .
Show commands	Ctrl + /
Go to Search	Ctrl + E
Goto	Ctrl + G
Start a new chat	Ctrl + N
Open history menu	Ctrl + Alt + H
Open Help	F1
Open Settings	Ctrl + ,
Open filter	Ctrl + Shift + F
Open apps flyout	Ctrl + `
Popout new chat	Ctrl + Shift + N
Close	Esc
Zoom in	Ctrl + =
Zoom out	Ctrl + -
Reset zoom level	Ctrl + 0
Report a problem	Ctrl + Alt + Shift + R
Signout	Ctrl + Shift + Q

Navigation

Open Activity	Ctrl + 1
Open Chat	Ctrl + 2
Open Calendar	Ctrl + 4
Open Calls	Ctrl + 5
Open Crisis Communication	Ctrl + 7
Open Files	Ctrl + 6
Open Teams	Ctrl + 3
Go to previous list item	Alt + ↑
Go to next list item	Alt + ↓
Move selected team up	Ctrl + Shift + ↑
Move selected team down	Ctrl + Shift + ↓
Go to previous section	Ctrl + Shift + F6
Go to next section	Ctrl + F6

Messaging

Go to Compose box	C
Expand Compose box	Ctrl + Shift + X
Start new line	Shift + Enter
Attach file	Ctrl + O
Reply to thread	R
Mark as important	Ctrl + Shift + I
Send (in Compose box)	Ctrl + Enter

Meetings and Calls

Accept video call	Ctrl + Shift + A
Accept audio call	Ctrl + Shift + S
Decline call	Ctrl + Shift + D
Start video call	Ctrl + Shift + U
Start audio call	Ctrl + Shift + C
Toggle mute	Ctrl + Shift + M
Toggle video	Ctrl + Shift + O
Toggle full screen mode	Ctrl + Shift + F
Filter current list*	Ctrl + Shift + F
Go to sharing toolbar	Ctrl + Shift + Space

*This will depend on the software.