



Microsoft Teams Cheat Sheet

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cheatsheet

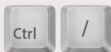


GENERAL

Show all keyboard shortcuts



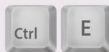
Show commands



'goto' function



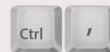
Search function



Jump to compose box



Settings shortcut



Next / previous list item



NAVIGATION

Jump to Teams



Jump to Chat



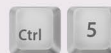
Jump to Activity



Jump to Shifts



Jump to Files



Jump to Calendar



Jump to Calls



Help



CALLS

Turn on / off your microphone



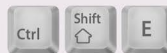
Turn on / off your camera



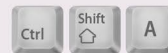
Turn on / off background blur



Start sharing screen



Accept video call



Decline call



CHAT

Start new chat



Send message



New line in message



Expand message compose options



Send message (expanded compose)



Attach file to message



": " followed by a word will give you the corresponding emoji, e.g. :airplane

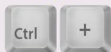


Emoji menu (when in chat box)

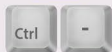


GENERAL

Zoom in (make everything bigger)



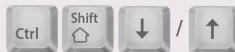
Zoom out (make everything smaller)



Filter Team or Channel



Move selected Team up or down



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