



Navigation & General Shortcuts

General Navigation

Ctrl + E	Go to Search Bar / Command Box
Ctrl + /	Show available keyboard shortcuts
Ctrl + Shift + M	Mute/unmute yourself
Ctrl + Shift + O	Turn camera on/off
Ctrl + Shift + D	Decline an incoming call
Ctrl + N	New chat

Messaging Shortcuts

Message Formatting

Ctrl + Shift + X	Expand/Collapse the compose box
Ctrl + Shift + F	Format a message
Ctrl + K	Insert a link
Ctrl + Shift + P	Open the emoji panel

Meetings & Calls Shortcuts

Call Controls

Ctrl + Shift + M	Mute/unmute during a meeting
Ctrl + Shift + O	Turn camera on/off during a meeting
Ctrl + Shift + K	Raise/Lower Hand
Ctrl + Shift + H	Show/hide meeting participants
Ctrl + Shift + J	Show/hide conversation panel
Ctrl + Shift + B	Blur my background

Teams & Channels Shortcuts

Team Actions

Ctrl + Shift + T	Open new team
Alt + 1-9	Navigate to first 9 teams in the list (number corresponds to team position)

Channel Actions

Alt + Shift + Up/Down Arrow	Reorder teams list
Alt + Shift + Left/Right Arrow	Navigate between channels in the list

File Navigation

Ctrl + G	Go to Files
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Accessibility

Ctrl + .	Open settings
Ctrl + Shift + L	Move focus to the left-most app bar item
Ctrl + Shift + R	Move focus to the right-most app bar item
Ctrl + O	Open file

Message Actions

Ctrl + Shift + I	Mark as Important
Alt + Up/Down Arrow	Navigate between messages in a chat
Ctrl + Shift + Y	Insert Giphy

Meeting Management

Ctrl + Shift + E	Share screen
Ctrl + Shift + Space	Give/take control during screen sharing