



# Microsoft Teams SHORTCUTS

## PC

## MAC

*To Start a Video Call*

Ctrl Shift U

Command Shift U

*Mute/Unmute*

Ctrl Shift M

Command Shift M

*Turn Camera On/Off*

Ctrl Shift O

Command Shift M

*Start a New Chat*

Ctrl N

Command N

*Expand compose box*

Ctrl Shift X

Command Shift X

*Open Calendar*

Ctrl 4

Command 4

*Flag as Important*

Ctrl Shift I

Command Shift I

*Attach Files*

Ctrl O

Command O

*Open Settings*

Ctrl ,

Command ,

*Open Files*

Ctrl 6

Command 6

*Show Keyboard Shortcuts*

Ctrl .

Ctrl .

*Show Commands*

Ctrl /

Command /

*Open Help*

F1

F1