






# CLICK LESS, DO MORE

## Keyboard Shortcuts in Microsoft Teams









Microsoft Teams

Windows Shortcuts	Actions		Mac Shortcuts
CTRL + SHIFT + M	<b>Mute / unmute</b> without hunting for your cursor.		⌘ + SHIFT + M
CTRL + SHIFT + O	Turn your <b>camera on / off</b> even if you're already presenting.		⌘ + SHIFT + O
CTRL + G	<b>Find a Team or Channel</b> from your search bar—no scrolling required.		⌘ + G
CTRL + SHIFT + Y	<b>Admit</b> someone to your meeting without skipping a beat.		⌘ + SHIFT + Y
CTRL + N	Kick off a <b>new chat</b> just like that.		⌘ + N



### Bonus Windows Shortcuts

Find a recent <b>document / application</b> from the last 30 days. 	Launch the <b>File Explorer</b> to find your stuff fast. 	<b>Screen capture</b> in an instant. 	Pull up the <b>Access Center</b> . 	<b>Control your pc with your voice</b> —hands free. 	Launch the <b>magnifier</b> for the fine print. 
⊞ + TAB	⊞ + E	⊞ + SHIFT + S	⊞ + U	⊞ + CTRL + S	⊞ + +