Microsoft Teams

The Teams Program Screen

Labels: List Pane, Search / Command Box, Content Pane, Profile Icon, App Bar, New Conversation button

Keyboard Shortcuts

General

Go to Search	Ctrl + E
Start a New Chat	Ctrl + N
Show Commands	Ctrl + /
Show Keyboard Shortcuts	Ctrl + .
Goto	Ctrl + G
Help	F1
Settings	Ctrl + ,
Zoom In	Ctrl + =
Zoom Out	Ctrl + -

Navigation

Activity	Ctrl + 1
Chat	Ctrl + 2
Teams	Ctrl + 3
Calendar	Ctrl + 4
Calls	Ctrl + 5
Files	Ctrl + 6

Messaging

Go to Compose box	C
Expand Compose box	Ctrl + Shift + X
Send from Expanded Compose Box	Ctrl + Enter
Attach file	Ctrl + O
New Line	Shift + Enter

Meetings and Calls

Accept Video Call	Ctrl + Shift + A
Accept Audio Call	Ctrl + Shift + S
Decline Call	Ctrl + Shift + D
Start Audio Call	Ctrl + Shift + C
Start Video Call	Ctrl + Shift + U
Toggle Mute	Ctrl + Shift + M
Toggle Video	Ctrl + Shift + O
Toggle Fullscreen	Ctrl + Shift + F
Toggle Background Blur	Ctrl + Shift + P

Calendar

Schedule a Meeting	Alt + Shift + N
Go to Current Time	Alt + .
Previous Day/Week	Ctrl + Alt + ←
Next Day/Week	Ctrl + Alt + →
View Day	Ctrl + Alt + 1
View Workweek	Ctrl + Alt + 2
View Week	Ctrl + Alt + 3

Getting Started

Sign In: Enter your email address in the Sign In field, then click **Sign In**. Enter your password in the Password field, then click **Sign In**.

Sign Out: Click your account icon in the upper-right, then select **Sign Out**.

Set Your Status: Click your account icon in the upper-right, click your current status, then select a new status from the menu.

🟢	Available	Online and available
🔴	Busy	On a call, in a meeting, or otherwise busy
⛔	Do Not Disturb	Online, but does not want to be disturbed
🟡	Be Right Back	Will return shortly
🟡	Appear Away	Currently away from computer or idle

Set a Status Message: Click your account icon in the upper-right, then select **Set Status Message**. Enter a message into the text field, then click the **Clear status message after** list arrow and select when the message should expire. Click **Done**.

Chats

Start a New Chat: Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message in the Compose box, then click ▷ **Send**.

Resume a Recent Chat: Click the **Chat** button on the App bar, then select a contact from under the Recent heading.

Start a Chat with a Contact: Click the **Chat** button on the App bar. Click the **Chat** heading at the top of the list pane, select **Contacts**, then select someone from the Contacts list.

Start a Group Chat: Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. Start typing a person's name, then select their name from the search results. Start typing another name, then select another contact from the search results. Repeat until you have all the contacts you want.

Format Text: Click the **Format** button below the Compose box. Select the text you want to format, then use the formatting options available. Click the **More Options** button to access additional formatting options.

Microsoft Project Standard 2015 User Reference Guide

J Dewey

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