The Ultimate Microsoft Teams Cheat Sheet

Microsoft Teams Interface

COMMAND BOX

PROFILE

TEAMS

TABS

MEETINGS

APP BAR

STORE

CHANNELS

COMPOSE MESSAGE BOX
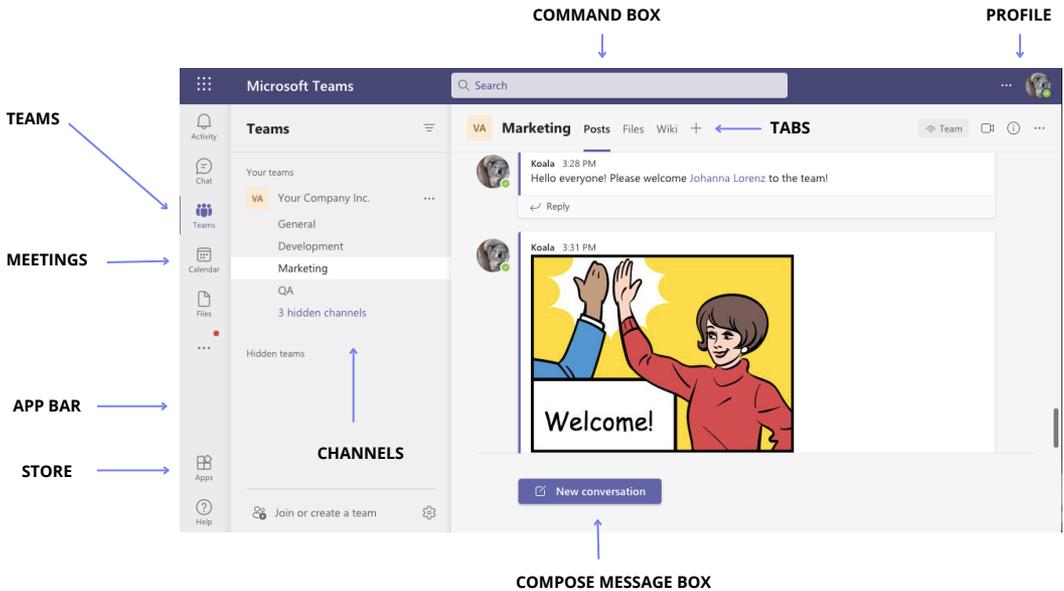
Glossary

- **App Bar** - Navigate to various Microsoft Teams sections.

Activity: Mentions and notifications.

Chat: Your contact list, one-on-one, and group chats.

Teams: Teams you're a member of.

Calendar: Synced with your Outlook calendar. All your meetings are here.

Files: All the files from all the Teams you are a member of.

[...]: Links to apps.

Store: Apps and services that can be integrated into Teams.

- **Teams** - All of the Teams you are a member of.
- **Channel** - A section within a Team to organize conversations into specific topics.
- **Tabs** - Different Teams pages. By default, you have two but can always add more.
- **Command Box** - Perform a Search in Microsoft Teams.
- **Compose Message Box** - Type a message to start a conversation.
- **Profile** - Manage account, change status and set a status message.

User presence in Microsoft Teams

🟢 Available - Online and available.   🔴 Do not disturb - Not to be disturbed.   🟡 Appear away - Away from the computer.

🔴 Busy - On a meeting, in a call.   🟡 Be right back - Will be back shortly.   ⊘ Appear offline - Offline.

Keyboard Shortcuts

General	Navigation
Show keyboard shortcuts - **Ctrl+Period (.)**	Open Activity - **Ctrl+1**
Go to Search **- Ctrl+E**	Open Chat - **Ctrl+2**
Show commands - **Ctrl+Slash (/)**	Open Teams - **Ctrl+3**
Open filter - **Ctrl+Shift+F**	Open Calendar - **Ctrl+4**
Goto - **Ctrl+G**	Open Calls - **Ctrl+5**
Open apps flyout - **Ctrl+Accent (`)**	Open Files - **Ctrl+6**
Start a new chat - **Ctrl+N**	Go to the previous list item - **Left Alt+Up arrow key**
Open Settings **- Ctrl+Comma (,)**	Go to the next list item - **Left Alt+Down arrow key**
Open Help **- F1**	Move selected team up - **Ctrl+Shift+Up arrow key**
Close - **Esc**	Move selected team down - **Ctrl+Shift+Down arrow key**
Zoom in - **Ctrl+Equals sign (=)**	Open the History menu - **Ctrl+Shift+H**
Zoom out - **Ctrl+Minus sign (-)**	Go to the previous section - **Ctrl+Shift+F6**
Reset zoom level - **Ctrl+0**	Go to the next section - **Ctrl+F6**

Messaging	Meeting & Calls
Start a new conversation - **Alt+Shift+C**	Accept video call - **Ctrl+Shift+A**
Go to compose box - **Alt+Shift+C**	Accept audio call - **Ctrl+Shift+S**
Expand compose box - **Ctrl+Shift+X**	Decline call - **Ctrl+Shift+D**
Send (expanded compose box) - **Ctrl+Enter**	Start audio call - **Ctrl+Shift+C**
Attach file - **Ctrl+O**	Start video call - **Ctrl+Shift+U**
Start new line - **Shift+Enter**	End audio call - **Ctrl+Shift+B**
Reply to a thread - **Alt+Shift+R**	End video call - **Ctrl+Shift+B**
Mark as important - **Ctrl+Shift+I**	Toggle mute - **Ctrl+Shift+M**
Search current Chat/Channel messages - **Ctrl+F**	Raise or lower your hand - **Ctrl+Shift+K**
	Start screen share session - **Ctrl+Shift+E**

Top Apps

Live Chat - Live Chat lets you talk with your website visitors right from Microsoft Teams.

Jira - Jira Cloud for Microsoft Teams brings your Jira Cloud experience into your collaboration environment, letting you and your team stay focused and communicate on issues and backlog.

Vacation Tracker - Team members can book any type of leave and managers can easily approve or deny leave requests, both without ever leaving Microsoft Teams.

Polly - Polly is an engagement app that captures instant, contextual feedback from your team in seconds.

Advanced Tips

- **Take Meeting Notes:** During a meeting, click the More Actions ••• button on the control's toolbar and select Show Meeting Notes. Meeting notes aren't available in meetings with more than 20 people.
- **Transfer a Call:** During a call, click the More Actions ••• button on the control's toolbar and select Transfer. Start typing the name of whom you want to transfer the call to, then select their name from the search results and click Transfer.
- **Mute a Chat's Notifications:** Hover your mouse over a chat in the List pane, click the More Options ••• and then select "Mute".