

## Extra bits

Ctrl & e	Goto Search
/dnd	Do Not Disturb
Ctrl & 1-9	Navigate to section
Ctrl & Shift & F	Filter Channel or Team
Ctrl & .	Display Shortcuts
Ctrl & +	Zoom In
Ctrl & -	Zoom Out
Alt & 1-9	Navigate Teams Tabs
Ctrl & Alt & Z	Clear all filters
Alt & ←	Go back
Alt & →	Go forward
Ctrl & o	Open chat in new window
Ctrl & w	Close window
Ctrl & Shift & N	Start chat in new window



## The Extra Frosting

Emoji List	Win & .
F1	Open Help
Ctrl & .	View windows shortcuts
Win & V	Clipboard history
Win & H	Text to speech

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# Teams Cheatsheet



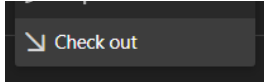
## Best Practice

**Manage tags** - Group people in your messages so you can ping select groups of people. **Right-click** any Team - **Manage tags**.

**Schedule a meeting** in Teams and it will appear in Outlook.

**File sharing** - upload a file to a Team so that all members will have access to it.

**Check out files** - Want to work on a file exclusively check out the file so that others know to leave alone.



**Use @mentions wisely** - Mention specific people, channels, or the whole team to ensure the right people see your message without spamming everyone unnecessarily.

### Keep Teams and Channels organised

- Create channels for specific topics or projects to keep conversations focused.

**Regularly clean up old chats** - Archive or delete unnecessary chats and files to reduce clutter.

## Meetings & Calls

Spotlight	Right Click - Spotlight
Mute	Ctrl & Shift & M
Camera	Ctrl & Shift & O
Share Screen	Ctrl & Shift & E
Raise/Lower Hand (Meetings)	Ctrl & Shift & K
Admit People from Lobby	Ctrl & Shift & Y
Start Audio Call	Alt & Shift & A
Start Video Call	Alt & Shift & V
Accept Video Call	Ctrl & Shift & A
Accept Audio Call	Ctrl & Shift & S
Toggle Full-Screen Mode	F11
Temporary Unmute	Ctrl & Space
Live Captions	Alt & Shift & C
Join meeting from meeting started toast	Ctrl & Shift & J

## Chat & Messaging

Ctrl & N	New Chat
Ctrl & Shift & X	Expand Compose box to add formatting etc.
Ctrl & Enter	Send message when Compose box is expanded.
:smile:	😊
:p   :0   :)	Different emoticons (hold shift)
New Line	Shift & Enter
Mark as Important	Ctrl & Shift & I
/pop	Pop Chat out to a New Window
Ctrl & R	Focus on message box
Ctrl & F	Find in Chat
Ctrl & Shift & I	Mark as important
Ctrl & Alt & 1-3	Apply Headings 1 - 3
Insert Hyperlink	Ctrl & K
Insert Blockquote	Ctrl & Alt & 4
Alt & P	See chat details
Alt & Shift & R	Reply to latest message