

## Getting Help..

Emoji List

Win & .

F1

Open Help

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## General...

/find	Find anything
/dnd	Do Not Disturb
Ctrl & E	Goto Search
Ctrl & 1	Activity
Ctrl & 2	Chat
Ctrl & 3	Teams
Ctrl & 4	Calendar
Ctrl & 5	Calls
Ctrl & 6	Files
Ctrl & G	Goto
Ctrl & 2	Open Chat
Ctrl & Shift & F	Filter Chanel or Team
Ctrl & .	Display Shortcuts
Ctrl & +	Zoom In
Ctrl & -	Zoom Out

# Teams Cheatsheet



## Tips...

**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.



## Meetings...

Spotlight	Right Click - Spotlight
Mute	Ctrl & Shift & M
Camera	Ctrl & Shift & O
Share Screen	Ctrl & Shift & E
Blur Background	Ctrl & Shift & P
Raise/Lower Hand	Ctrl & Shift & K
Admit People from Lobby	Ctrl & Shift & Y
Start Audio Call	Ctrl & Shift & C
Start Video Call	Ctrl & Shift & U
Accept Video Call	Ctrl & Shift & A
Accept Audio Call	Ctrl & Shift & S
Accept Screen Share	Ctrl & Shift & A
Decline Screen Share	Ctrl & Shift & D

## Chat...

Ctrl & N	New Chat
Shift & Alt & C	Type a new message box. If you want to write in an existing chat.
Ctrl & Shift & X	Expand Compose box to add formatting etc.
Ctrl & Enter	Send message when Compose box is expanded.
Ctrl & o	Add Attachment
:smile:	
:p   :0   :)	Different emoticons (type fast)
↑	Edit previous message
New Line	Shift & Enter
Important	Ctrl & Shift & I
/pop	Pop Chat out to a New Window