

Microsoft Teams Commands Cheat Sheet

Cheatography			Microsoft Teams (Windows) Keyboard Shortcuts		
			by Bahamut_Zero (bahamut_zero) via cheatography.com/83142/cs/21716/		
General			Messaging		
Command:	Desktop:	Web:	Command:	Desktop:	Web:
Show keyboard shortcuts	Ctrl+Period (.)	Ctrl+Period (.)	Go to compose box	C	C
Go to Search	Ctrl+E	Ctrl+E	Expand compose box	Ctrl+Shift+X	Ctrl+Shift+X
Show commands	Ctrl+Slash (/)	Ctrl+Slash (/)	Send (expanded compose box)	Ctrl+Enter	Ctrl+Enter
Goto	Ctrl+G	Ctrl+Shift+G	Attach file	Ctrl+O	Ctrl+Shift+O
Start a new chat	Ctrl+N	Left Alt+N	Start new line	Shift+Enter	Shift+Enter
Open Settings	Ctrl+Comma (,)	Ctrl+Comma (,)	Reply to thread	R	R
Open Help	F1	Ctrl+F1	Mark as important	Ctrl+Shift+I	Ctrl+Shift+I
Close	Esc	Esc			
Zoom in	Ctrl+Equals sign (=)		Meetings and Calls		
Zoom out	Ctrl+Minus sign (-)		Command:	Desktop:	Web:
Invoke Cortana	Left Alt+C	Left Alt+C	Accept video call	Ctrl+Shift+A	Ctrl+Shift+A
Navigation			Accept audio call	Ctrl+Shift+S	Ctrl+Shift+S
Command:	Desktop:	Web:	Decline call	Ctrl+Shift+D	Ctrl+Shift+D
Open Activity	Ctrl+1	Ctrl+Shift+1	Start audio call	Ctrl+Shift+C	Ctrl+Shift+C
Open Chat	Ctrl+2	Ctrl+Shift+2	Start video call	Ctrl+Shift+U	Ctrl+Shift+U
Open Teams	Ctrl+3	Ctrl+Shift+3	Toggle mute	Ctrl+Shift+M	Ctrl+Shift+M
Open Calendar	Ctrl+4	Ctrl+Shift+4	Toggle video	Ctrl+Shift+O	
Open Calls	Ctrl+5	Ctrl+Shift+5	Toggle fullscreen	Ctrl+Shift+F	Ctrl+Shift+F
Open Files	Ctrl+6	Ctrl+Shift+6	Go to sharing toolbar	Ctrl+Shift+Space	Ctrl+Shift+Space
Go to previous list item	Left Alt+Up arrow key	Left Alt+Up arrow key			
Go to next list item	Left Alt+Down arrow key	Left Alt+Down arrow key			
Move selected team up	Ctrl+Shift+Up arrow key				
Move selected team down	Ctrl+Shift+Down arrow key				
Go to previous section	Ctrl+Shift+F6	Ctrl+Shift+F6			
Go to next section	Ctrl+F6	Ctrl+F6			

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Microsoft Teams commands cheat sheet is an invaluable resource for both new and seasoned users of this powerful collaboration tool. As remote work becomes increasingly common, mastering Microsoft Teams can lead to increased productivity and smoother communication among team members. This article will delve into the essential commands, shortcuts, and tips that can help you navigate Microsoft Teams with ease, ensuring you get the most out of this platform.

Getting Started with Microsoft Teams Commands

Microsoft Teams offers a variety of commands that can streamline your workflow, allowing you to perform actions quickly without having to navigate through menus. These commands, executed through the command box at the top of the Teams interface, can enhance your productivity and improve your user experience.

Accessing the Command Box

To access the command box, simply click on the search bar at the top of the Microsoft Teams window. Here, you can enter commands that will help you manage your tasks, messages, and meetings. It's worth noting that the command box also supports various commands that can be used to interact with apps and bots within Teams.

Essential Microsoft Teams Commands

Here's a list of some of the most useful commands you can use in Microsoft Teams:

- **/chat** - Start a new chat with a specific user.
- **/call** - Initiate a call with a contact.
- **/files** - Access your files quickly.
- **/help** - Get assistance or view a list of available commands.
- **/org** - View your organization's structure and members.
- **/join [team name]** - Join a specific team directly.
- **/activity** - Check your activity feed for recent updates.
- **/goto [tab name]** - Quickly navigate to a specific tab within a team.

Using Shortcuts to Enhance Productivity

In addition to the command box, Microsoft Teams offers keyboard shortcuts that can further streamline your work and improve efficiency. Here's a list of some essential keyboard shortcuts:

General Shortcuts

- **Ctrl + Shift + 1** - Go to the Activity tab.
- **Ctrl + Shift + 2** - Go to the Chat tab.
- **Ctrl + Shift + 3** - Go to the Teams tab.
- **Ctrl + Shift + 4** - Go to the Calendar tab.
- **Ctrl + Shift + 5** - Go to the Calls tab.
- **Ctrl + N** - Start a new chat.
- **Ctrl + E** - Move to the search bar.

Messaging Shortcuts

- **Ctrl + Enter** - Send a message.
- **Shift + Enter** - Start a new line in the message box.
- **Ctrl + K** - Search for a chat or team.
- **Ctrl + Shift + X** - Format your message.

Helpful Tips for Using Microsoft Teams Commands

To make the most out of your Microsoft Teams experience, consider the following tips:

Customize Notifications

Managing notifications can help reduce distractions and keep you focused. You can customize your notification settings by going to your profile picture in the top right corner, selecting "Settings," and then navigating to the "Notifications" tab. Here, you can choose how and when to receive alerts for messages, mentions, and other activities.

Utilize Teams and Channels Effectively

Organizing your teams and channels can significantly enhance collaboration. Create specific channels for different projects or topics to keep discussions focused and relevant. You can also pin important channels to the top of your list for easy access.

Integrate Apps and Bots

Microsoft Teams supports a wide range of third-party apps and bots that can further enhance your productivity. Explore the Apps tab to find tools that can help streamline tasks such as project management, file sharing, and scheduling.

Advanced Commands for Power Users

For those who want to take their Microsoft Teams usage to the next level, here are some advanced commands:

- **/whatsnew** - See the latest updates and features in Teams.
- **/testcall** - Conduct a test call to check your audio and video settings.
- **/saved** - View messages and items you have saved for later reference.
- **/me** - Access your profile information quickly.
- **/instantsignin** - Sign in to your account instantly without entering credentials.

Conclusion

The **Microsoft Teams commands cheat sheet** serves as a practical guide to navigating the platform efficiently. By familiarizing yourself with these commands and shortcuts, you can significantly improve your workflow and collaboration with colleagues. Whether you're just starting with Microsoft Teams or looking to refine your skills, mastering these commands will undoubtedly enhance your productivity in this dynamic work environment. Start implementing these tips and commands today, and watch how they transform your Microsoft Teams experience!

Frequently Asked Questions

What is a Microsoft Teams commands cheat sheet?

A Microsoft Teams commands cheat sheet is a quick reference guide that lists commonly used keyboard shortcuts and commands to enhance productivity and streamline communication within the Teams app.

How can I access the command box in Microsoft Teams?

You can access the command box in Microsoft Teams by clicking on the 'Search' bar at the top of the app or by pressing 'Ctrl + E' on your keyboard.

What are some useful commands for managing meetings in Microsoft Teams?

Useful commands for managing meetings include '/meet now' to start an instant meeting, '/schedule' to schedule a meeting, and '/join' to join a scheduled meeting.

Can I use commands to navigate between different teams and channels?

Yes, you can use commands like '/teams' to list all your teams, or '/channels' followed by the team name to quickly navigate to a specific channel.

Are there any commands for improving chat functionality in Microsoft Teams?

Yes, you can use commands like '/chat' to start a new chat, '/reply' to respond to the latest message in a chat, and '/mute' to mute notifications for a specific chat.

What is the command to show all available commands in Microsoft Teams?

You can type '/help' in the command box to display a list of all available commands in Microsoft Teams.

Is there a command to quickly check my availability status?

Yes, you can use the command '/status' to quickly check your current availability status in Microsoft Teams.

Can I customize keyboard shortcuts in Microsoft Teams?

While you cannot directly customize keyboard shortcuts in Microsoft Teams, you can refer to the commands cheat sheet for existing shortcuts and use them to enhance your workflow.

Where can I find an up-to-date Microsoft Teams commands cheat sheet?

An up-to-date Microsoft Teams commands cheat sheet can be found on the official Microsoft support website or through the Teams app by typing '/help' in the command box.

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