

# KORDIA'S TOP MICROSOFT TEAMS SHORTCUTS

Microsoft Teams is fast becoming the collaboration, video conferencing and cloud calling platform of choice for the modern workplace. If you've taken the plunge, you'll be wanting to make the most of this new platform... and who doesn't love a shortcut? With this in mind, we asked our cloud calling experts what their favourite Teams shortcuts are. Here's their top picks for you to print out and keep handy.

## KORDIA'S TOP 15 TEAMS SHORTCUTS

CTRL + 1



OPEN ACTIVITY

CTRL + 2



OPEN CHAT

CTRL + 3



OPEN TEAMS

CTRL + 4



OPEN CALENDAR

CTRL + 5



OPEN CALLS

CTRL + 6



OPEN FILES

CTRL + N



NEW CHAT

CTRL + /



SHOW COMMANDS

CTRL + MINUS SIGN



ZOOM OUT

CTRL + SHIFT + M



TOGGLE MUTE

CTRL + E



SEARCH

WINDOWS KEY + FULL STOP



EMOJI POP OUT PANE

CTRL + SHIFT + S



ACCEPT CALL

CTRL + SHIFT + D



DECLINE CALL

CTRL + SHIFT + K



RAISE / LOWER YOUR HAND