



Microsoft Teams Cheat Sheet

Nexus Human Ireland

Phone: 01 8898 700
info@nexushuman.ie
www.nexushuman.ie

Nexus Human UK

Phone: +44 (0) 20 8142 8961
info@nexushuman.co.uk
www.nexushuman.co.uk



GENERAL

Show all
keyboard shortcuts



Show
commands



'goto'
function



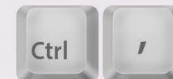
Search
function



Jump to
compose box



Settings
shortcut



Next / previous
list item



NAVIGATION

Jump to
Teams



Jump to
Chat



Jump to
Activity



Jump to
Shifts



Jump to
Files



Jump to
Calendar



Jump to
Calls



Help



CALLS

Turn on / off
your microphone



Turn on / off
your camera



Turn on / off
background blur



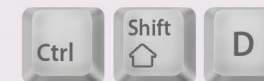
Start
sharing screen



Accept
video call



Decline
call



CHAT

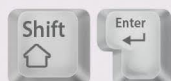
Start
new chat



Send
message



New line
in message



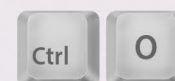
Expand message
compose options



Send message
(expanded compose)



Attach file
to message



": " followed by a
word will give you
the corresponding
emoji, e.g.
:airplane

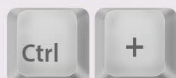


Emoji menu
(when in chat box)



GENERAL

Zoom in
(make everything
bigger)



Zoom out
(make everything
smaller)



Filter Team
or Channel



Move selected
Team up or down

