

# Guide to using Microsoft Teams



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# Section 1:

## Introduction to Microsoft Teams



## What is Microsoft Teams?

Microsoft Teams is a communication platform and collaboration app that is designed to connect internal staff and students to stay organised, have conversations, enhance collaboration, providing an alternative to – or even replacing – email communications.

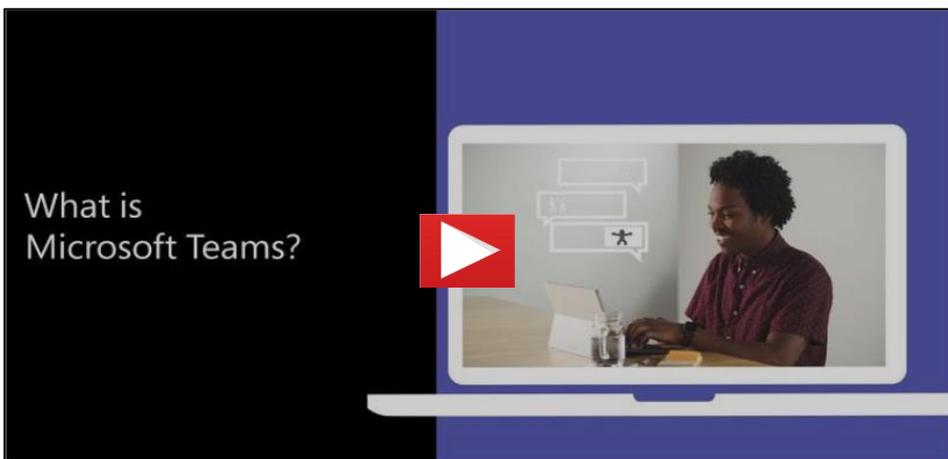
At its most basic level, Teams is a messaging tool that enables text communications between users, whether they are in the same office or work remotely.

It supports group chat rooms with threaded conversations, as well as private messages between individuals. When necessary, users can jump from instant messaging to a video call at the push of a button.

But Teams is more than a communications tool. It also combines strong content collaboration features, thanks to integration with Microsoft's software portfolio. OneDrive documents (Word, Excel, PowerPoint, etc.) can be accessed and edited without leaving the app, for example.

Teams is quickly becoming the central hub for communications and collaboration and will eventually replace Skype for Business with Microsoft Teams.

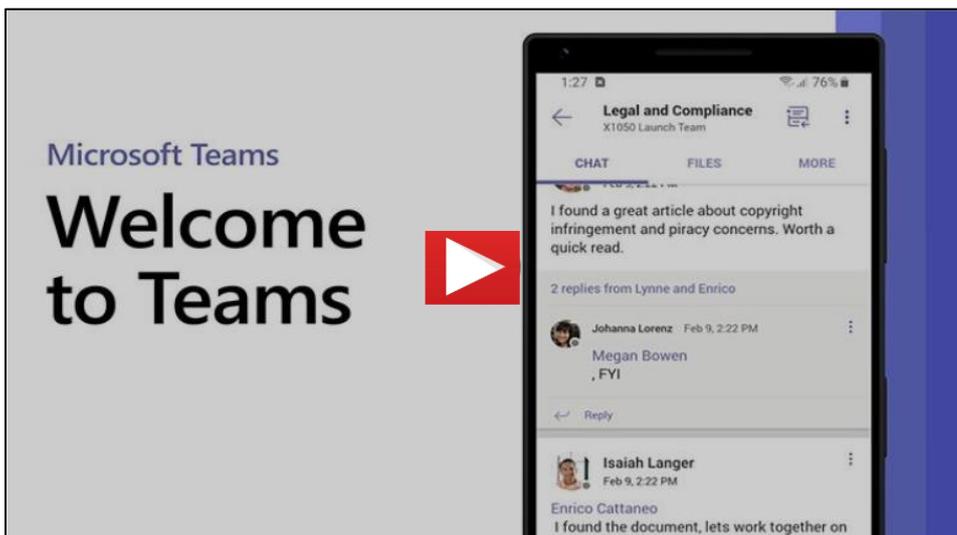
Click on the image below to watch the video



- **Teams** - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.
- **Meetings** - See everything you've got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.
- **Calls** - In some cases, if your organisation has it set up, you can call anyone from Teams, even if they're not using Teams.
- **Activity** - Catch up on all your unread messages, @mentions, replies, and more.

Use the command box at the top to search for specific items or people, take quick actions, and launch apps.

## Welcome to Teams:-



## Sign in and get started with Teams

### Sign in to Teams

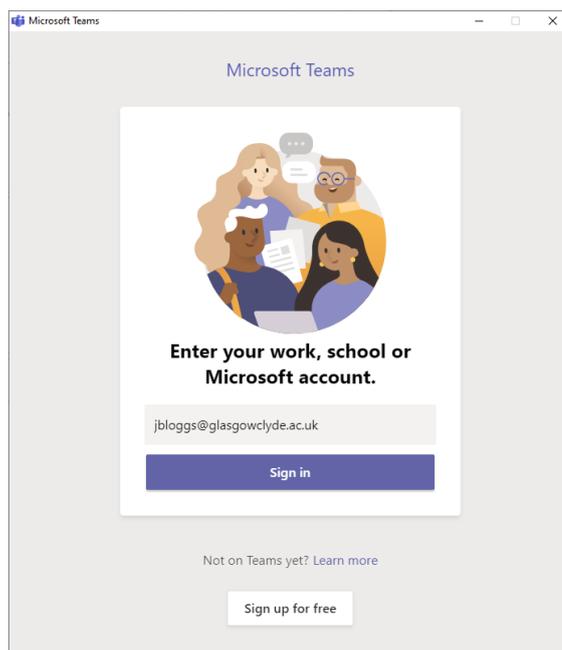
Start Teams.

- In Windows, click **Start**  > **Microsoft Teams**.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- On mobile, tap the **Teams** icon.



1. Sign in with your Microsoft 365 username and password.

**Note:** Teams is a part of Microsoft Office 365

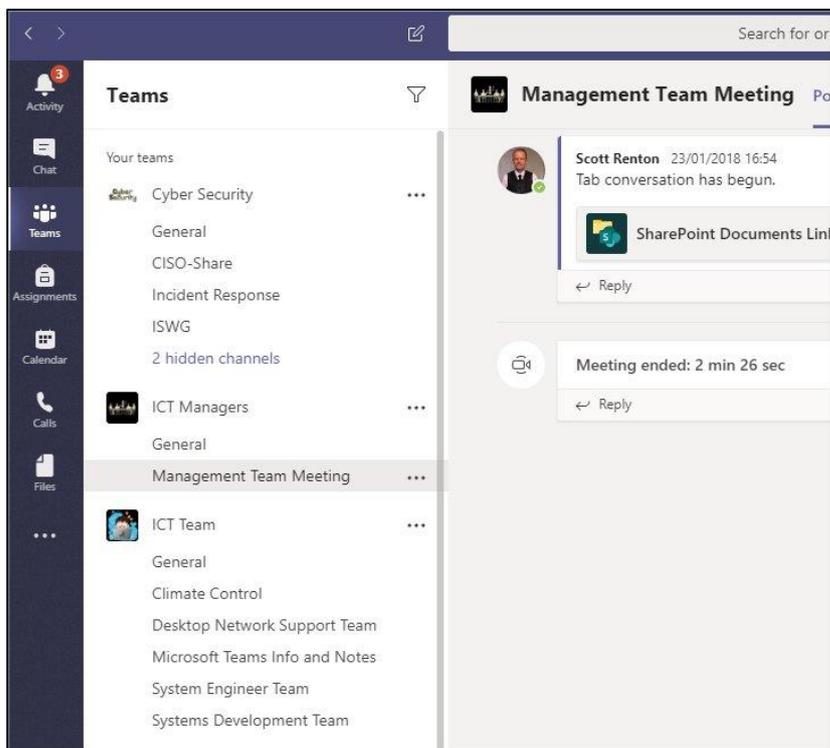


## What are Team and Channels

A **team** is a collection of people, conversations, files, and tools — all in one place.

A **channel** is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!



1. Select **Teams**  on the left side of the app and then pick a team.

If you're not on a team and want to create one, see [Onboard your teams.](#)

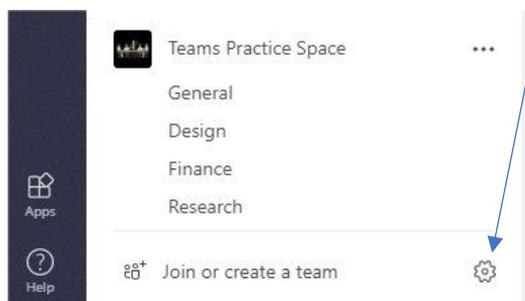
2. Select a channel and explore the **Conversations**, **Files**, and other tabs.

For more info, see [Teams and channels.](#)

## Manage your settings within Microsoft Teams

To change the layout of Teams and switch between the Grid view and List view, or manage the audio and video settings click on the ⚙ cog wheel that you will find either in the top right or bottom left of the screen depending on your current view

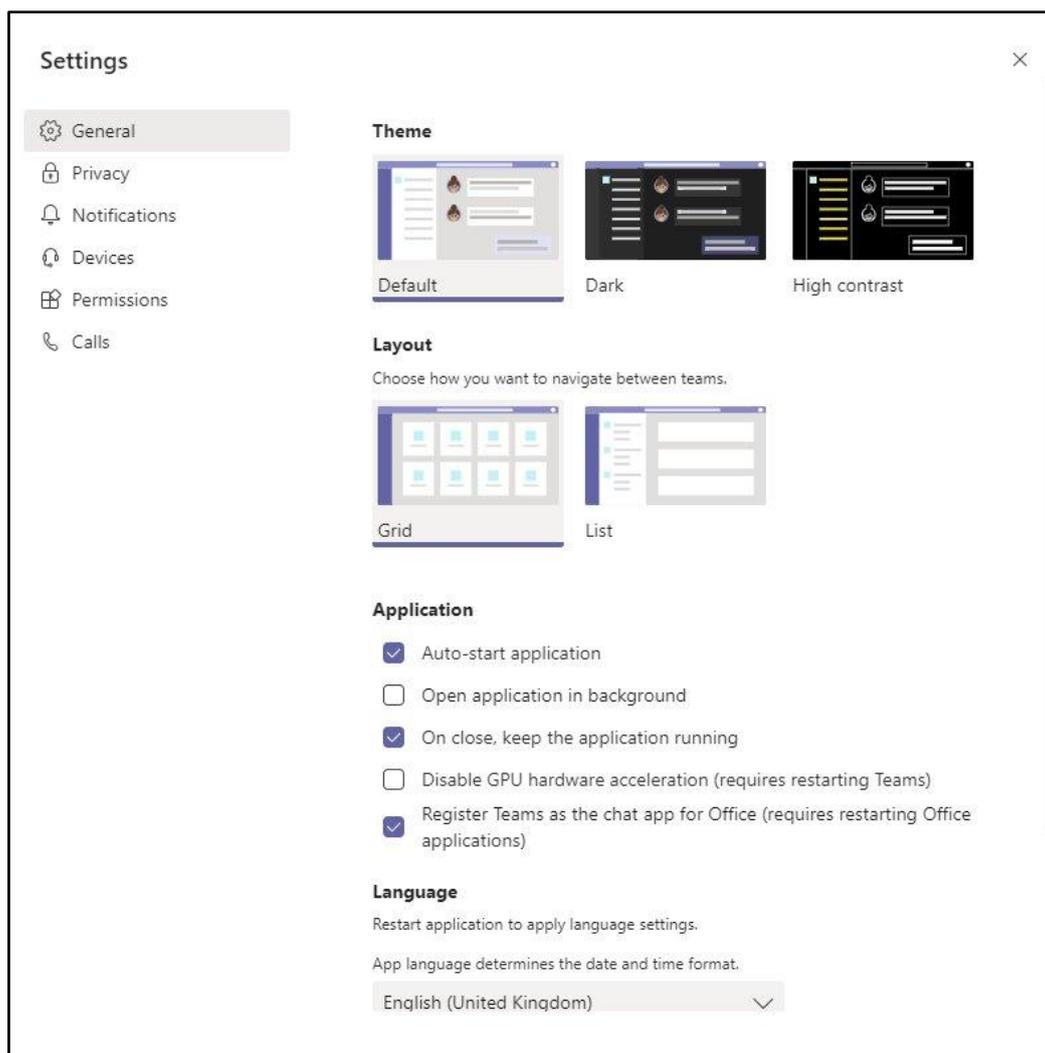
### Bottom left:-



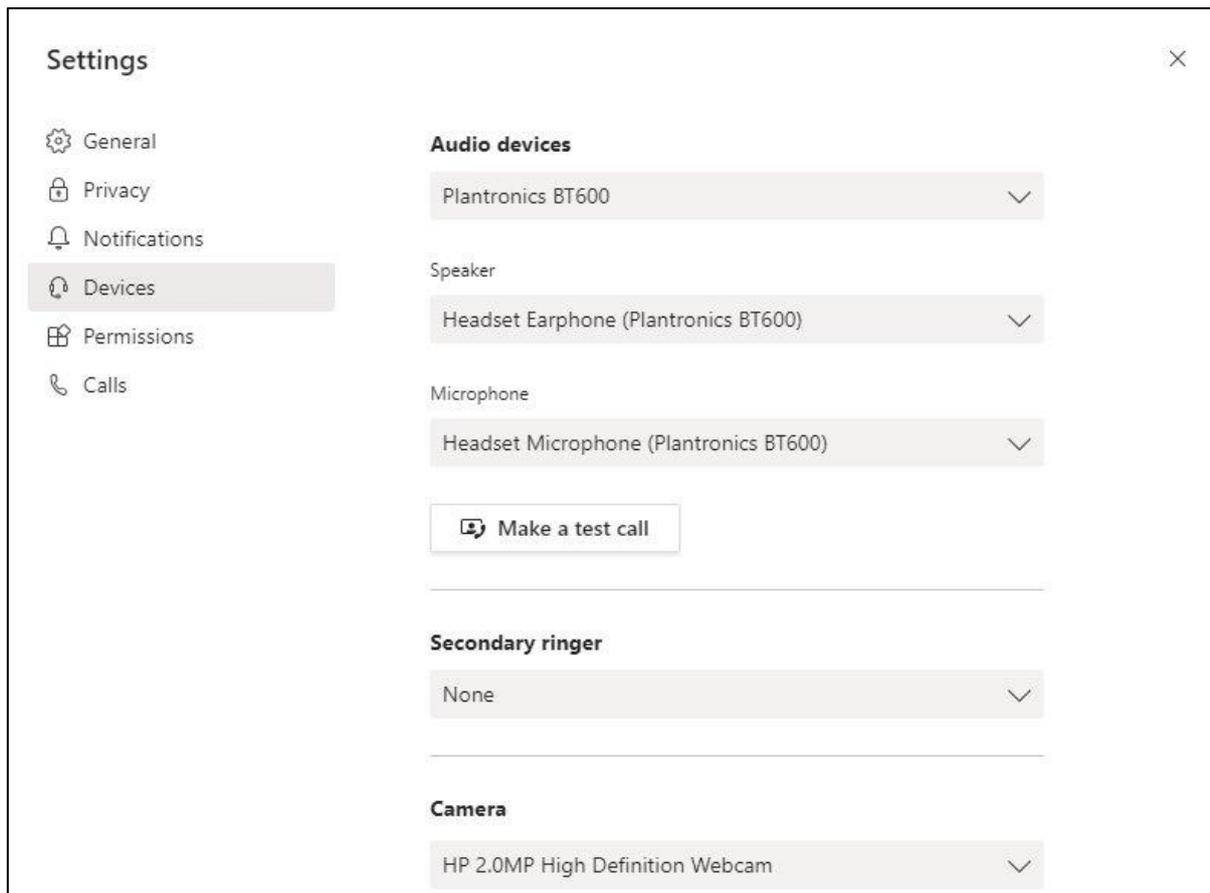
### Top Right:-



Within the general settings you can change the default Theme to either Dark or High contrast and change the Layout from Grid view or List View.

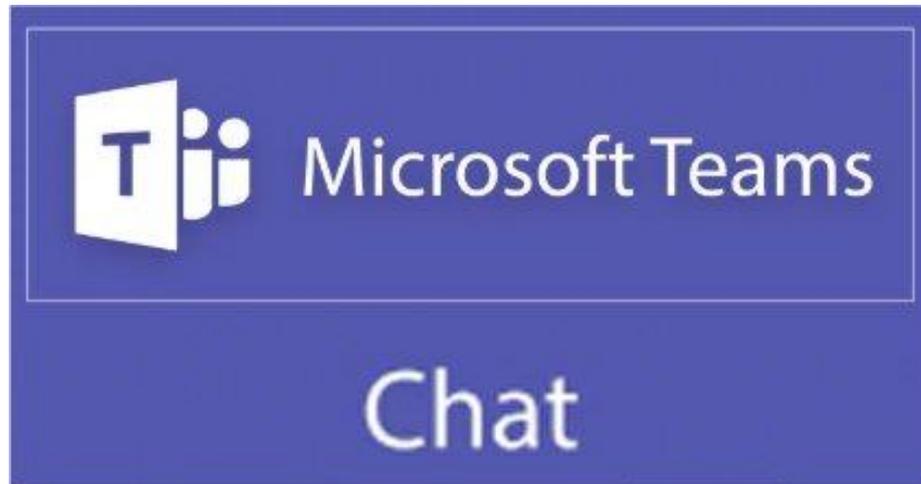


To change or check what audio devices (headphones / speakers / laptop / microphone etc) you have connected and want to use, click on **Devices** on the left-hand side, while will provide you with a set of options to change your default Speaker, Microphone and Camera



## Section 2:

### Chat in Microsoft Teams



## Chat in Microsoft Teams

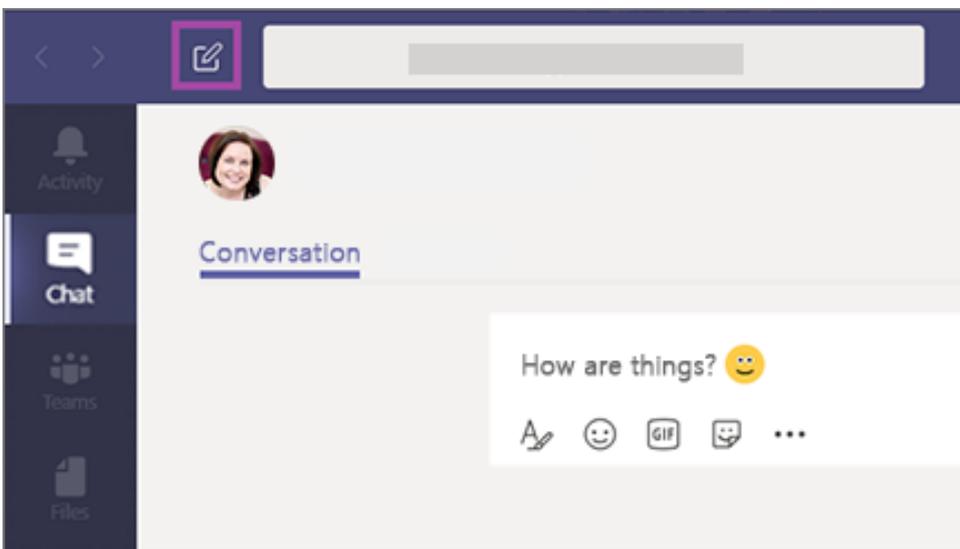
Chat is at the centre of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels - Chat has you covered.

Here are the top six things to know about Chat:

### 1. Chats can be one-on-one or in a group.

Sometimes you'll want to talk one-on-one with someone. Other times, you'll want to have a small group chat. In **Chat**, you can do either.

You start one-on-one and group chats the same way: by selecting **New chat**  at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emojis, stickers, and GIFs—whatever you need to get your point across!



Here are some more details about each kind of chat.

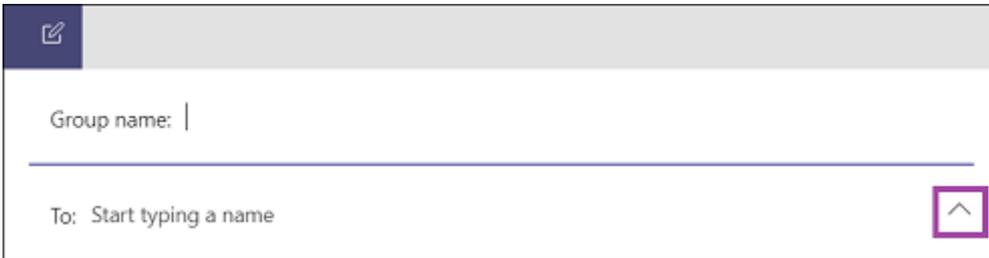
### One-on-one chat

Once you've selected **New chat**  and entered the person's name, compose your message in the box and select **Send** . This starts the chat.

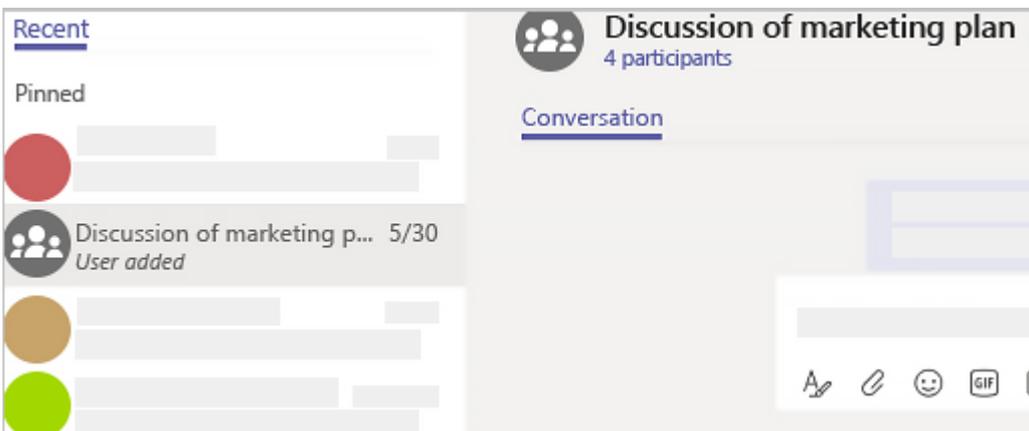


## Group chat

Use a group chat when you need to talk to a small group of people. Start it in the same way you start a one-on-one chat: select **New chat**  at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Next, type the names of the people you'd like to add in the **To** field.



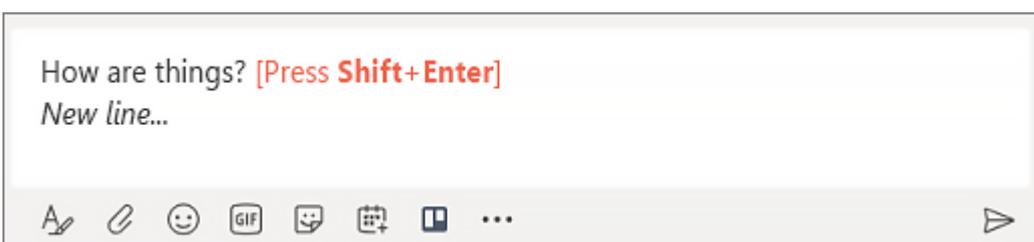
Once the chat has begun (whether group or one-on-one), just click it in the chat list to dip back into it and send more messages.



### 2. Press Shift+Enter to start a new line.

If you keep hitting Enter to start a new line, which goes ahead and sends the message before you're ready, try this tip:

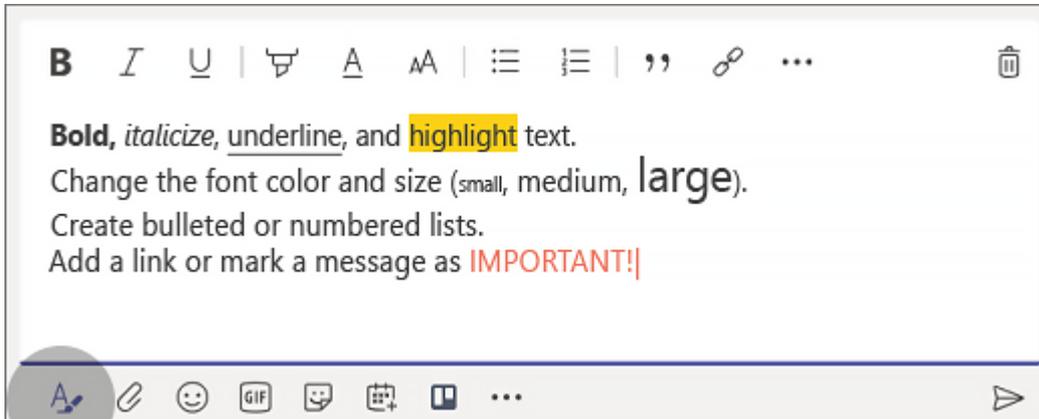
When you want to start a new paragraph, press **Shift+Enter** to insert the line break, and you're done. FYI—If you've opened-up all your formatting options (see step 3 for details), you can press **Enter** to start a new line of text.



### 3. Select Format to see all your formatting options.

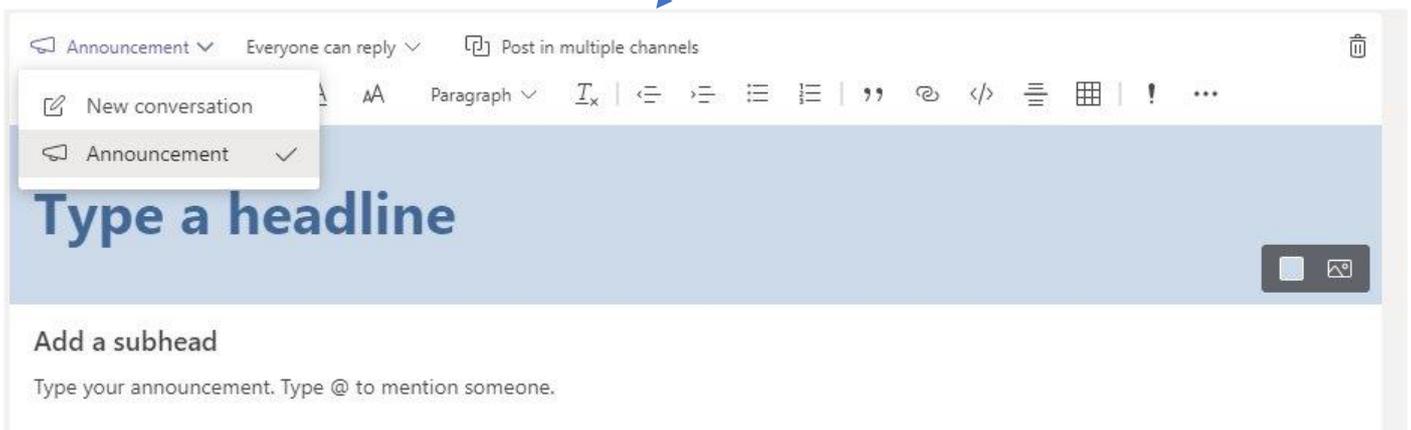
There are lots of formatting options for messages.

To open your formatting options, select **Format**  beneath the box where you type your message. In this expanded view, select the text you want to format, then choose an option like B, I, or U to bold, italicize, or underline the text.



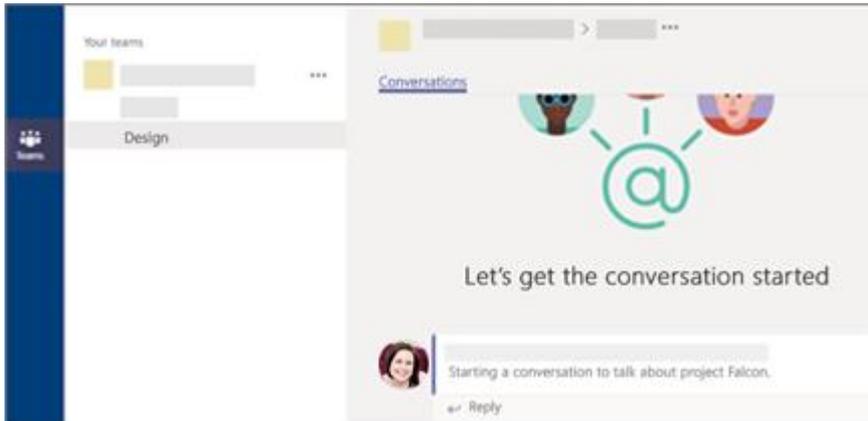
There are also options for highlighting, font size, lists, and more. Check out **More options** **\*\*\*** for additional formatting options, and the buttons below the box for attaching a file or inserting fun stuff like emoji.

Within formatting there is also the option to select "**Announcement**" if you want to something important to catch the eye of the members in the conversation. You can also choose to post the announcement in multiple channels by selecting "Post in multiple channels" and selecting your choice of channels for this message to be visible in.



#### 4. Chat happens in channels, too.

When you go to any channel in Teams, the very first tab is **Posts**. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the **Posts** tab.



You'll have to judge based on your organisation and culture what messages are suitable for the **Posts** tab in a particular channel.

The other important thing to know about messages in a channel is that **replies to a channel message stay attached to the original message**. This way, the whole *thread* of the conversation can be easily followed by anyone reading it. This is the beauty of *threaded conversations*!

To reply to a channel message, be sure to use the little **Reply** link underneath the message.

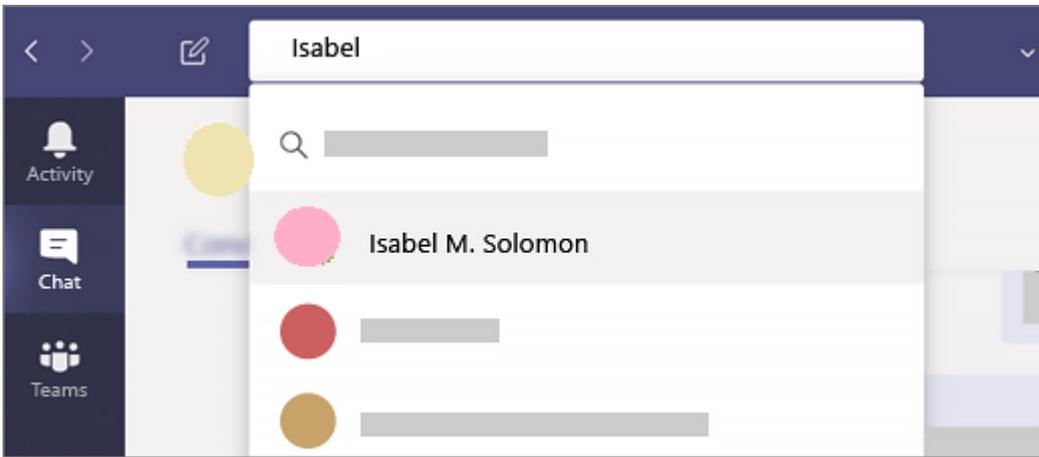


#### 5. There are a few ways to search for and find messages.

Depending on what you remember about the sender of the message or the characteristics of the message, a different way of looking for it might make the most sense.

##### **Find a chat based on a person's name**

Type the person's name in the command box at the top of the app. You'll see their name and any group chats they're a part of with you listed. Select their name to go to your one-on-one chat with them, or a group chat to resume that one.



### Find a message that has a keyword that you remember

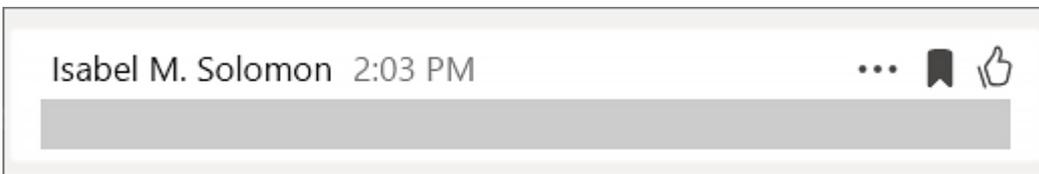
Start typing a keyword into the command box at the top of the app and press **Enter**. You'll see a list of results that include the keyword.

### Filter to show certain types of messages

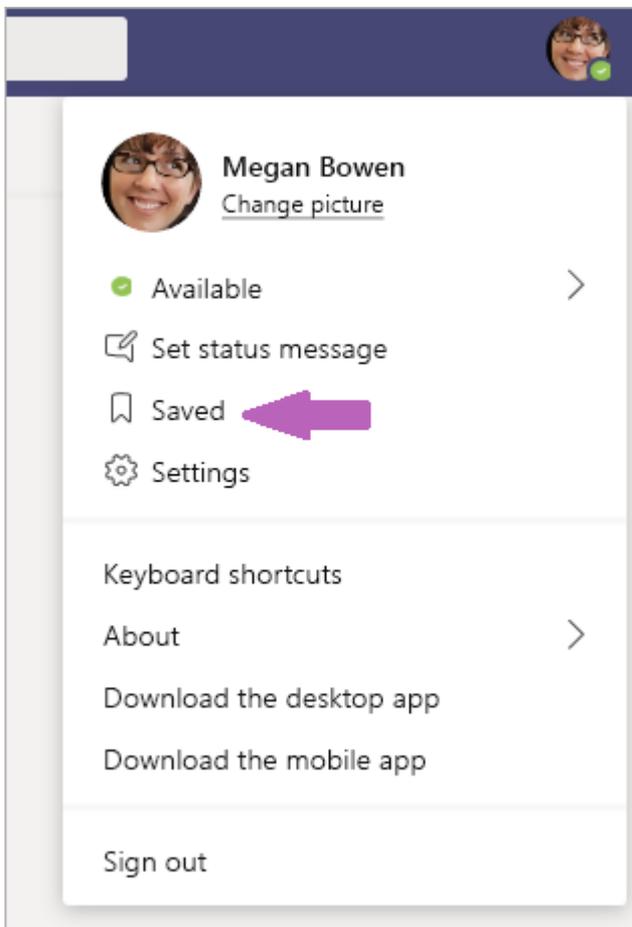
From the Activity feed, select **Filter**  to show certain types of messages such as unread messages, @mentions, replies, and likes. For a more specific search, go to the **Feed** menu and select **My Activity**.

### Find your saved messages

To save a message, select **Save message**  just to the right of the text.



To see a list of your saved messages, select your profile picture at the top of the app, then choose **Saved**. Or just type **/saved** in the command box at the top of the app.



#### 6. Hide or mute chats to keep them out of your way.

While you can't delete an entire chat conversation in Teams, you can hide the chat from the chat list, or mute it so you stop getting notifications. For details, see [Hide, mute, or pin a chat in Teams](#).

(You are able to [delete individual messages](#) that you've sent.)

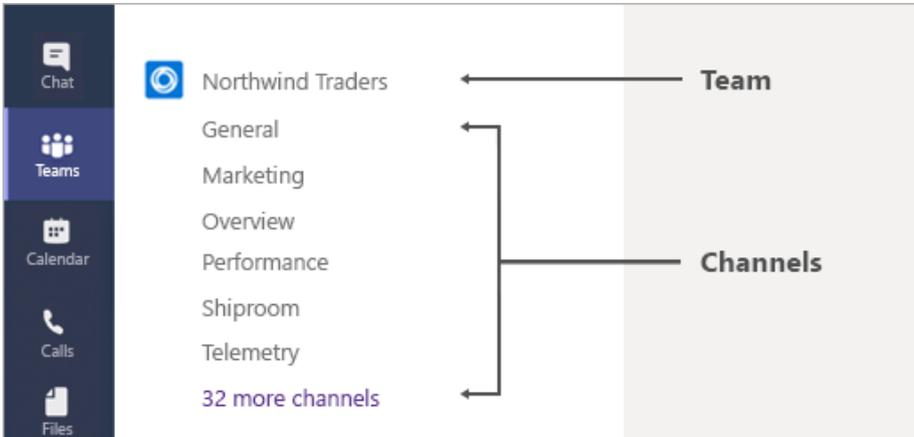
## Section 3: Learn about Teams and Channels



## Creating Teams and Channels

A **team** is a group of people gathered to get something big done in your organisation. Sometimes it's your *whole* organisation.

Teams are made up of **channels**, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.



### Create a team

On the left side of Teams, click **Teams**, at the bottom of the teams list, click **Join or create a team**, and then click **Create a new team**.

Once you've created the team, invite people to join it. You can add individual users, groups, and even entire contact groups (formerly known as "distribution lists").

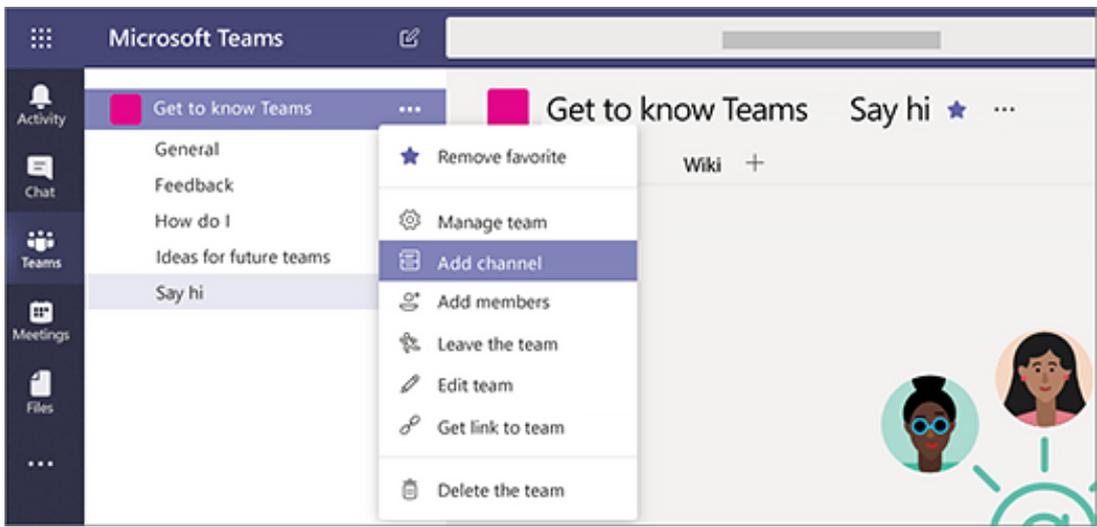
### Add a team owner

Find the team that you created, click **More options** **>** **Manage team**. Then go to the **Members** tab. Find the people you want to designate as team owners. Under **Role**, click **Owner**.

### Create a channel in a team

Find the team that you created, click **More options ...** **>** **Add channel**. You can also click **Manage team** and add a channel in the **Channels** tab.

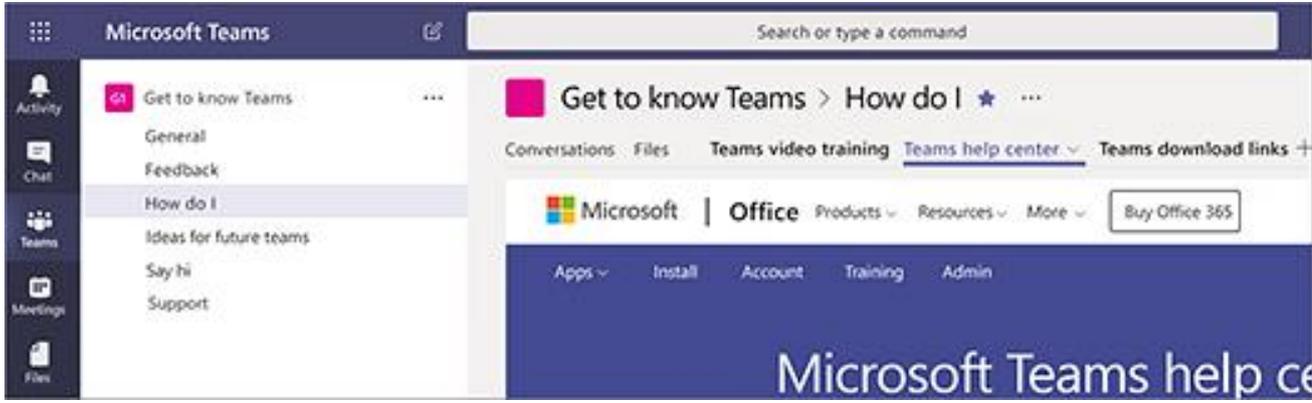




Give the channel a descriptive name to make it easier for users to understand the purpose of the channel.

As a team owner, you can automatically favourite channels for the whole team, making the channels more visible for everyone on the team. You can also pin tabs to the channel to add tools, such as OneNote, links to webpages, and other content to make it easy for users to find what they need and share their thoughts.

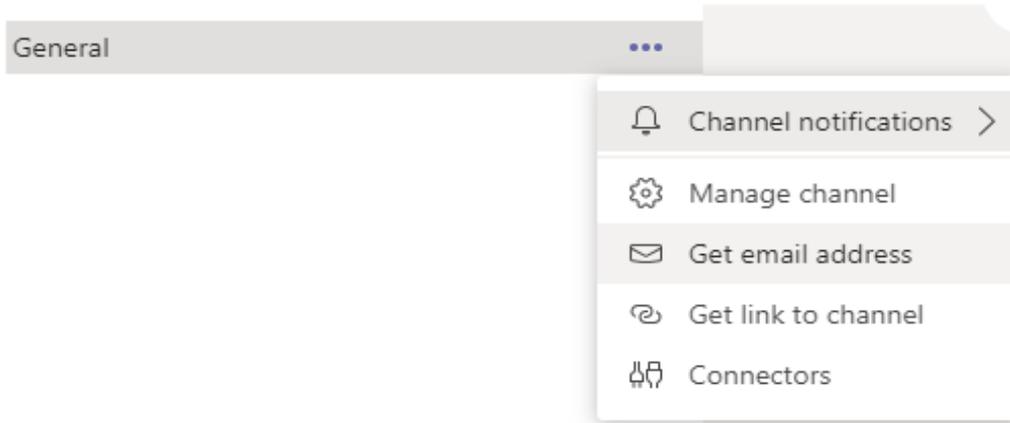
Here's an example of the "How do I" channel in the "Get to know Teams" team, showing pinned tabs that link to Teams webpages – Teams video training, Teams help centre, and Teams download links.



## Send an email to a channel in Teams

A very useful feature is the ability to send an email from Outlook directly into a channel with a Team. The first step is to find the 'Channel e-mail address". Once as email is part of a channel, anyone can reply to it to start a conversation.

- Go to the channel name and click **More options** \*\*\* > **Get email address**.



You will then have the option to

**Copy**

the email address to use it Outlook to send an

### Reply to an email in a channel

When you reply to an email message that has been sent to a channel, it's treated like a reply to any other post in a channel. Replying to the post in Teams doesn't send an email reply to the original sender. Any comments or conversations you have about the email in a channel aren't visible outside of Teams.

### View the original email

Sometimes, emails that get sent to a channel are too large to view in the conversation. To see an email in its original format, click **View original email** under the email in the conversation.

## Section 4: Meetings



## Meetings

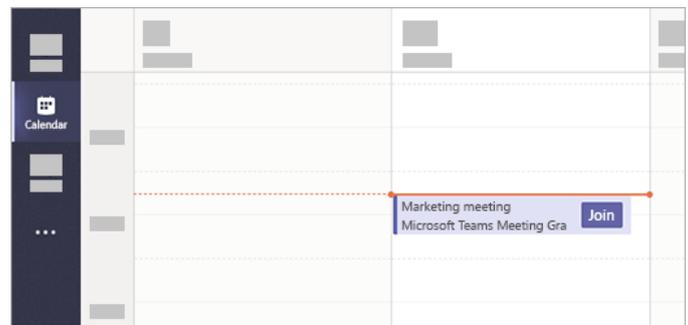
Please watch this short video:-



### Joining a Meeting

#### Join a Teams meeting from the Windows Teams application

1. From your **Calendar**, select **Join** on an in-progress meeting.
2. Choose the audio and video settings you want.
3. Select **Join now**.



#### Join a Teams meeting on the web

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

## Schedule a Meeting

Microsoft Education Video – Scheduling Meetings:-



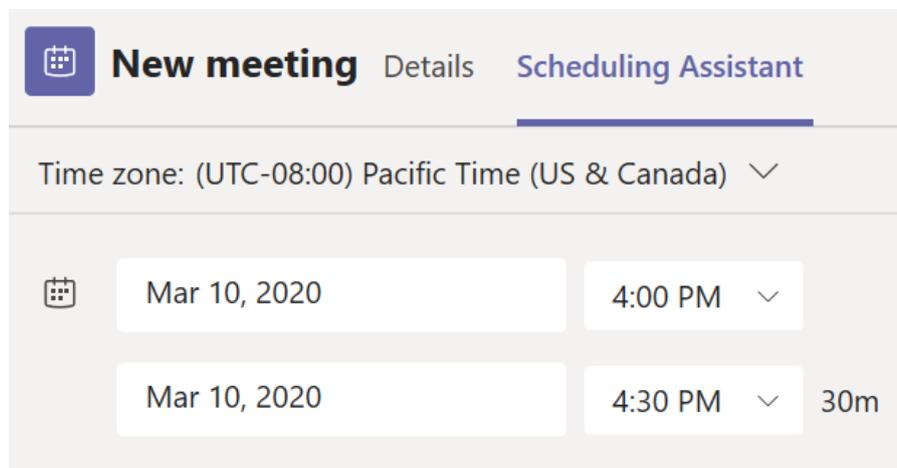
Your calendar in Teams is connected to your Exchange calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.

Every meeting scheduled in Teams is automatically made into an online meeting. Scheduling from Outlook? [Learn how to add Teams to your Outlook meeting.](#)

There are several ways to schedule a meeting in Teams:

- Select **Schedule a meeting**  in a chat (below the box where you type a new message) to book a meeting with the people in the chat.
- Go to **Calendar**  on the left side of the app and select **New meeting** in the top right corner.
- Select a range of time in the calendar. A scheduling form will pop open.

The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.

A screenshot of the 'New meeting' scheduling form in Microsoft Teams. The form has a title bar with a calendar icon, 'New meeting', and tabs for 'Details' and 'Scheduling Assistant'. Below the title bar, the time zone is set to '(UTC-08:00) Pacific Time (US & Canada)'. There are two rows of input fields for dates and times. The first row shows 'Mar 10, 2020' and '4:00 PM'. The second row shows 'Mar 10, 2020', '4:30 PM', and a duration of '30m'.

Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

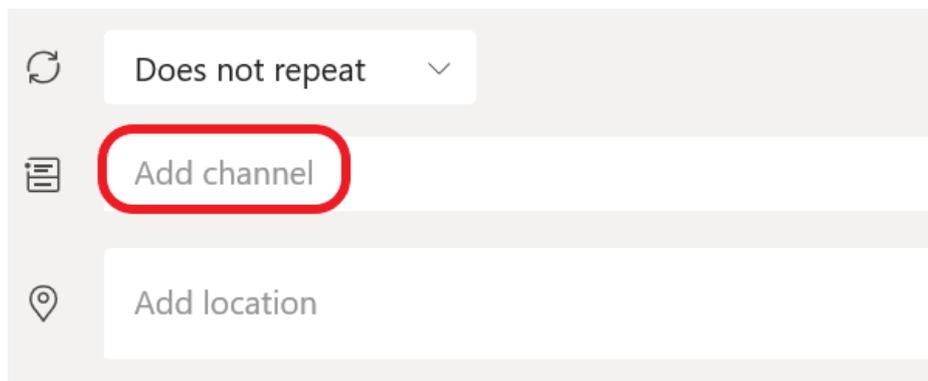
### **Invite people outside your organisation**

Teams lets you invite people outside your organisation, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

### Make it a channel meeting

1. Select **New meeting**.
2. Type the name of a channel where it says **Add channel** (under the time and date fields).

A screenshot of a meeting creation interface. At the top, there is a refresh icon and a dropdown menu set to "Does not repeat". Below this is a text input field with the placeholder text "Add channel", which is highlighted with a red rounded rectangle. Underneath is another text input field with the placeholder text "Add location".

Channels can't be edited or added once the invite is sent. You'll need to send a new invite with the updated channel.

**Note:** When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.

Once you've added the people you want, select **Scheduling Assistant** to find the best time. If it's a recurring meeting, open the dropdown menu next to **Does not repeat** (just below the date). Choose how often you want it to occur from the default options, or select **Custom** to create your own cadence.

### Change the calendar view

By default, you'll be shown your work week and can be changed from the dropdown menu at the top right of your calendar. Here are your current view options:

- **Day** gives you an agenda view focused on one day at a time.
- **Work week** shows you Monday through Friday.
- **Week** shows you the entire week.

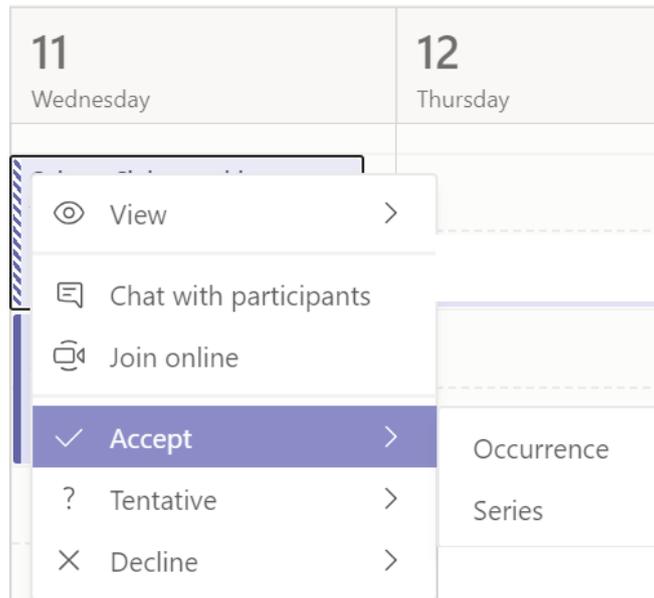
In the top left corner, you'll find the month and year. Select the month to change your calendar view to any date - past or future. Select the arrows next to the month to scroll by day or week depending on your calendar view.

Select **Today** to get back to the current date.

**Note:** The calendar shows you everything that was scheduled in Teams, Exchange, or Outlook.

### Right-click for more options

Right-click an event in your calendar to RSVP, remove it if it's cancelled, or open the invitation to view the meeting details. If the event is a Teams meeting, you'll also get options to **Join online** and **Chat with participants**.



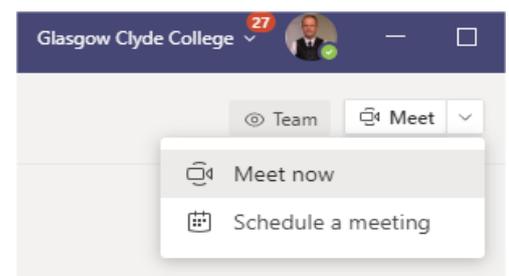
Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colours to let you know they're online.

Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.

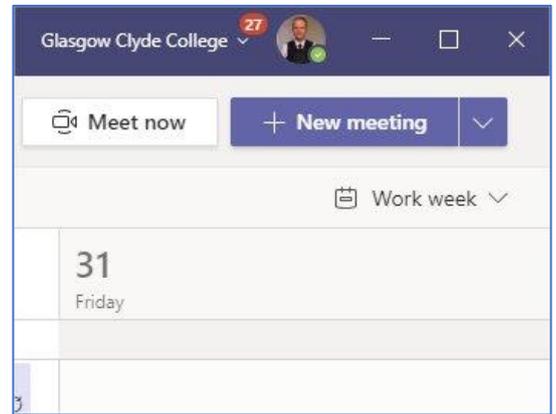
### “Meet now” Feature

There are two ways to start a meeting using the “Meet now” option. Option 1 is from inside any existing Team and option 2 is from your Calendar.

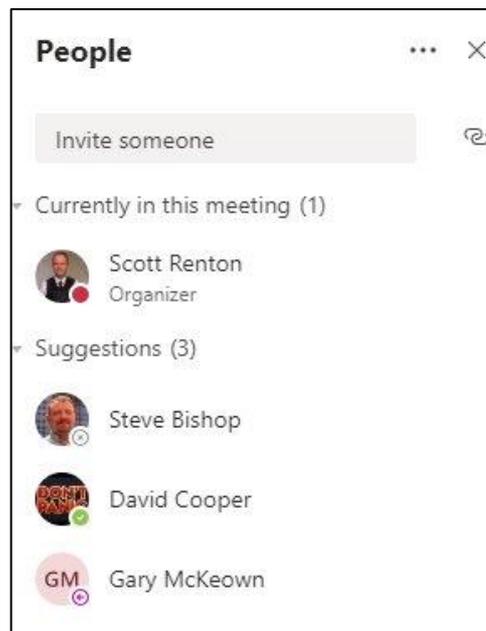
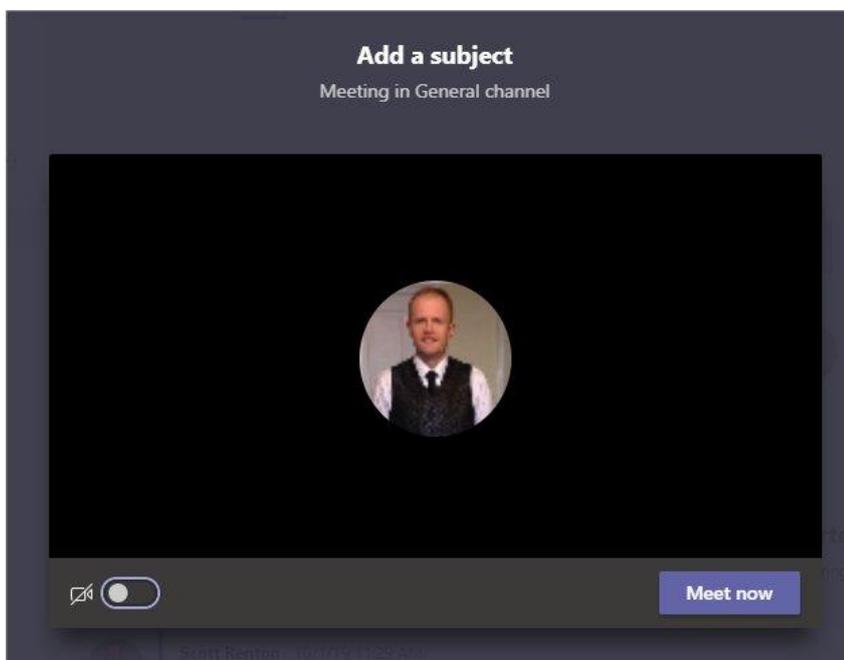
Option 1: Inside any Team, there is the option in the top right-hand side of the screen to select “Meet” which then presents two options – Meet now and Schedule a meeting.



Option 2: From inside your Teams calendar, in the top right-hand corner you will see the option for “Meet now” next to the option to schedule a New Meeting.

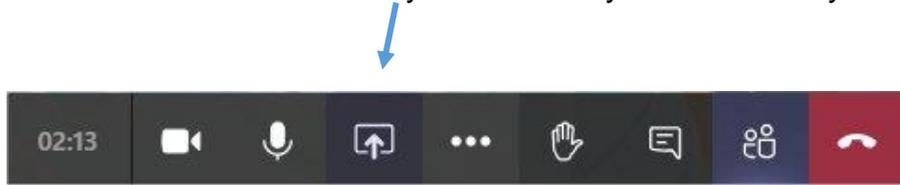


The Meet Now option allows you to start an impromptu meeting. On starting the meeting, you'll have the option to add a specific subject to give the meeting some context. Once the meeting has started, you'll have the option to add members to the meeting.



## Sharing Content during a meeting

To Share content during a meeting, whether this is your desktop, or you just want to share a PowerPoint file, Word document, Excel Spreadsheet, Website on your browser, choose the Share option  from the familiar control bar that you will see if you hover over your screen

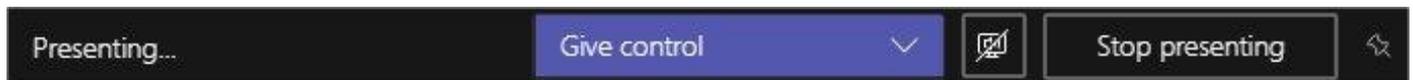


1. Select what you want to share:

- **Desktop** lets you show everything on your screen. (Please ensure that you have nothing confidential on your desktop)
- **Window** lets you show a specific app and specific document (Word/Excel etc) that is currently open on your computer.
- **PowerPoint** lets you show a presentation.
- **Browse** lets you find the file you want to show.

2. After you select what you want to show, a red border surrounds what you're sharing.

3. Select **Stop presenting** to stop sharing your content, which will appear at the top of your screen. This also gives you the option to “Give control” to another person in the meeting.



## Change your background for a Teams meeting

If you want to change what appears behind you in a video conference, you can either blur your background or replace it entirely with any image you want.

### **Notes:**

- Blurring or replacing your background might not prevent sensitive information from being visible to other meeting participants.
- Background effects are only available for scheduled meetings.

### **Change your background before a meeting starts**

While you're setting up your video and audio before joining a meeting, select **Background effects**. It's just to the left of the mic switch. Your background options will display on the right.



Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

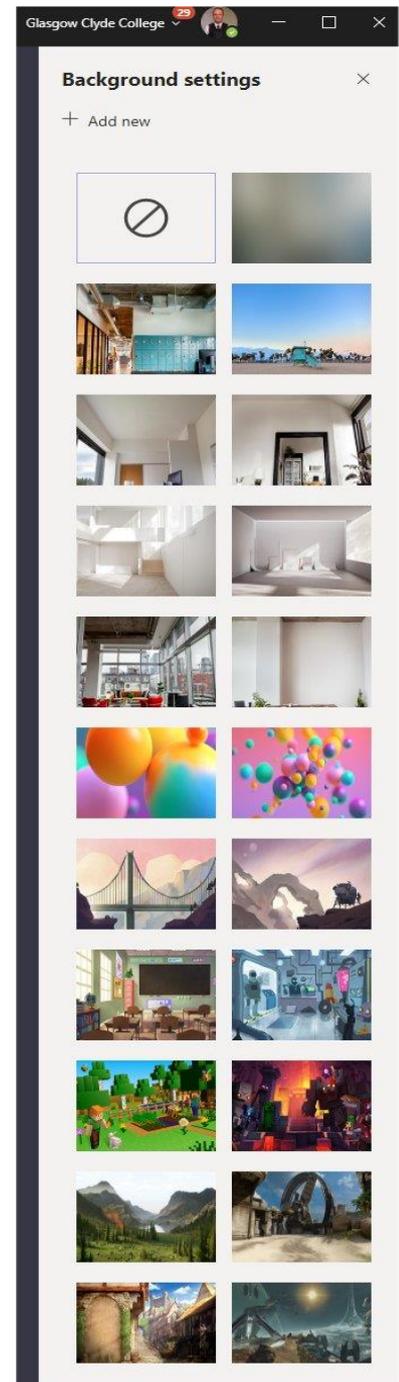
You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, choose **Add new** and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.

### **Change your background during a meeting**

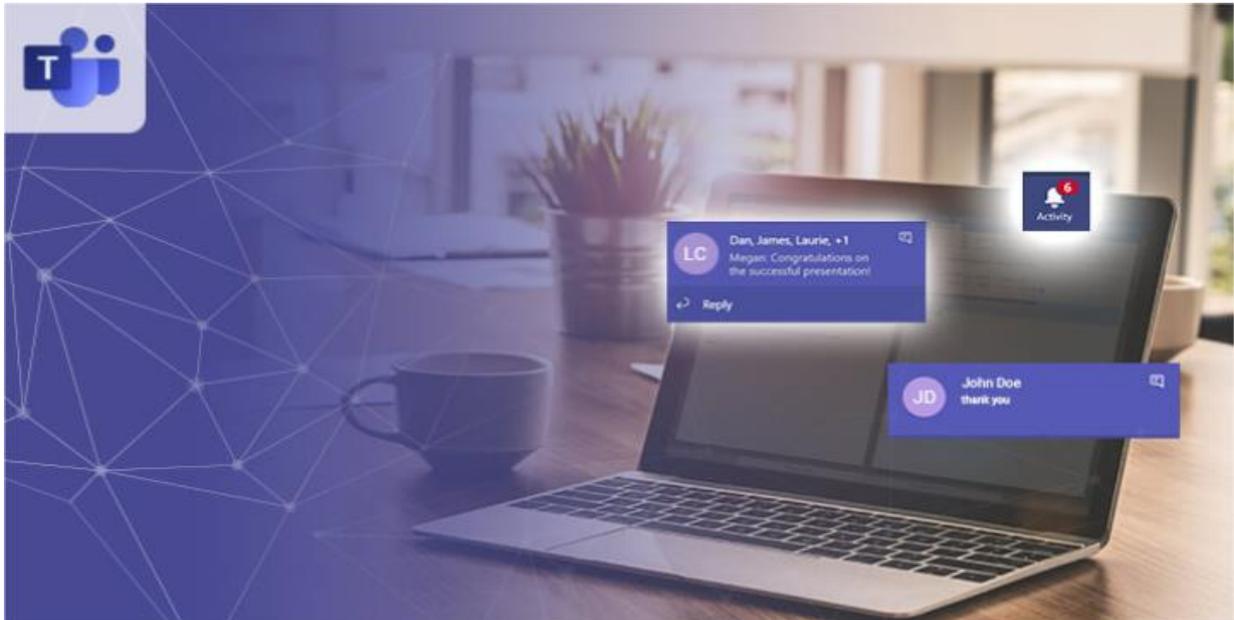
To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions** **⋮** > **Show background effects**.

Select **Blur** to blur your background, or choose from the available images to replace it. To upload an image of your own, select **Add new** and pick a .JPG, .PNG, or .BMP file from your computer.

You'll be able to preview your chosen background to see how it looks before you apply it.



## Section 5: Using the Teams Command Bar



## The Command Bar

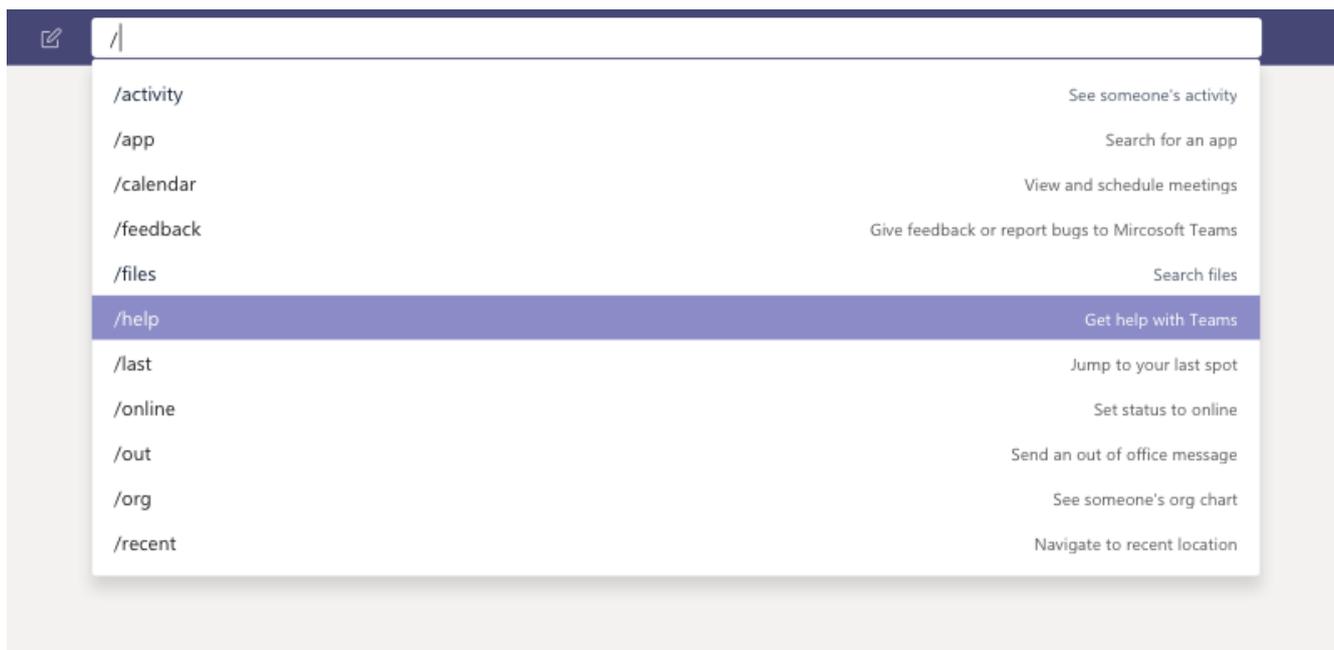
The command bar was designed with four key functions in mind: Multi-tasking, taking quick actions, querying for data, and being extensible to other apps. It allows you to start tasks without losing context, navigate to different features of Teams to get things done in fewer steps, and allows you to search for and access data with your fingertips. The ability for developers to extend the command functions to work for second and third party apps makes the command bar customisable to each organisation.

So how does the Microsoft Teams command bar work?

Commands are shortcuts for performing common tasks in Teams: update your status, go to a specific channel, show your recent files and saved messages, and more.

To use a command, type `/` in the command box at the top of Teams. You'll see a menu of all the commands we currently support. Select the command you want, press Enter, and Teams takes care of the rest.

**Tip:** You can also press Alt+K (Windows) or Option+K (Mac) to open the command list.



Commands are available for everyone using Teams, but if a certain command isn't working for you, it could be because your organisation has disabled a feature central to the command. For example, if chat is disabled for your organisation, chat-based commands won't work.

## Available commands

- Microsoft Teams Slash commands (/) – This allows you to complete common tasks from keyboard. By entering the slash into the command bar, you can see some of the most common commands available.
- Microsoft Teams @ Commands – You can use the @ command to find a specific person using Microsoft Teams within your organisation, or by typing @app\_name you can share info with your team, so long as admin has granted access to these apps.
- Search – By simply typing in the command bar, you can search location, people, and information such as messages and stored files.

Command	What it does
/available	Set your status to available.
/away	Set your status to away.
/brb	Set your status to be right back
/busy	Set your status to busy.
/call	Call a phone number or Teams contact.
/dnd	Set your status to do not disturb.
/files	See your recent files.
/find	Search the page
/goto	Go right to a team or channel.
/help	Get help with Teams.
/join	Join a team.
/keys	See keyboard shortcuts.
/mentions	See all your @mentions.
/pop	Pop out a chat into a new window.
/saved	See your saved messages.
/testcall	Check your call quality.
/unread	See all your unread activity.
/whatsnew	See what's new in Teams.
/who	Ask Who a question about someone.

### Find out when new commands are available

Microsoft are updating the command library all the time, so keep checking the menu in the command box to see what's new. (Just type /.)

## Top 4 Favourite Actions to Take with the Microsoft Teams Command Bar

There are several key actions you can take with the command bar that will help improve your productivity and make you a Microsoft Teams pro. Our top actions include:

- **Presence:** You can set your presence simply by going to teams, typing the slash followed by available, away, and busy. A personal favourite is to set /dnd (do not disturb) when it's time to get heads down on a complex project.
- **Opening a specific team or channel:** Using the /goto command, you can type a specific team or channel name, and Teams will automatically go to it. This can be useful for users who are a part of a lot of different work groups and find their list of teams long.
- **Unread activity:** Typing /unread will open up your activity feed and filter all your unread messages.
- **File lookup:** Odds are, you're working on a handful of documents at any given time, but remembering the specific names of all those files is nearly impossible! You can use /files to pull up your recent files, and if you need to get a little more specific you can also begin typing a keyword in the file to help dig up the perfect one.

## Section 6: Collaboration with Files



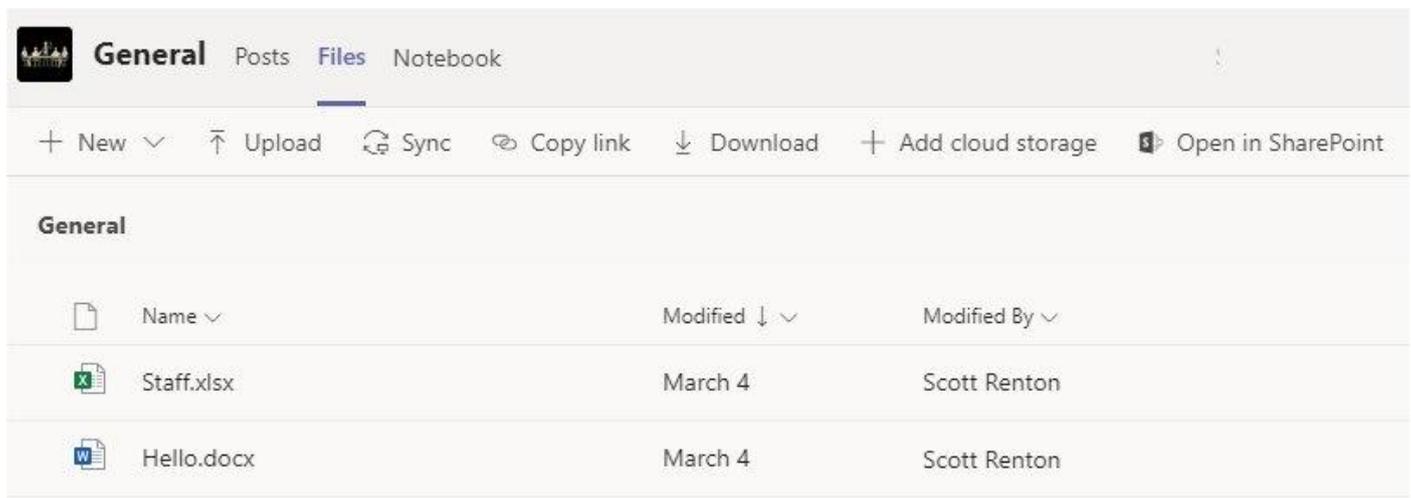
## Collaboration

As your team works together you'll undoubtedly have files that you'll want to share and collaborate on. Teams makes it easy to share files and work on them together. If working in Word, Excel, PowerPoint, or Visio files your colleagues can even view, edit, and collaborate on them, right within Teams

**Note:** If the file isn't one of the types mentioned above, it must be viewed in either SharePoint or its corresponding app.

### Your files library

Within each team there are channels. Think of these channels as a place for your entire team to discuss a specific topic, like upcoming training, or project updates. Each channel has its own file folder where you can share files for that specific channel. To access that folder, go to the channel and select the **Files** tab above the conversation window.



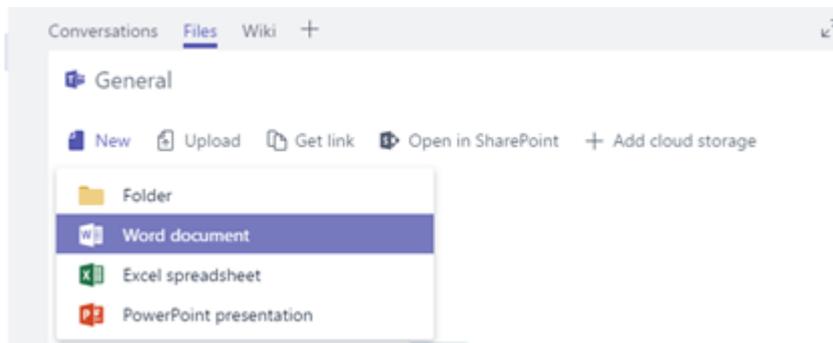
**Note:** Make sure to use the **Files** tab at the top of the channel conversation window instead of the **Files** button on the left side of the app. That button gives you access to ALL of your cloud files, rather than just the files for a specific channel.

In the library you can upload existing files or create new ones. When you upload a file, it creates a copy in Teams.

### Upload existing files

There are two primary ways to upload existing files into your library. Both methods start by going to the files folder for your channel and both methods, by default, upload copies of your files to the channel file folder.

- **Drag and drop** - Using your mouse, drag the file from where it's currently located and drop it on the Teams window among the files.
- **Upload** - Select **Upload**, then select the file (or files) you'd like to upload, and select **Open**.



Any files you upload will be accessible by any member of your team. And just like in SharePoint, you can pin specific files to the top of your list for easy access.

### Create a file

To create a Word, PowerPoint, or Excel document in Teams, select **New**, then select the kind of file you'd like to create. The new file will open in Teams so you can begin editing it, and if you'd prefer to work in the desktop version of the app, select **Open in Desktop App** at the top of the app, in the middle of the ribbon.

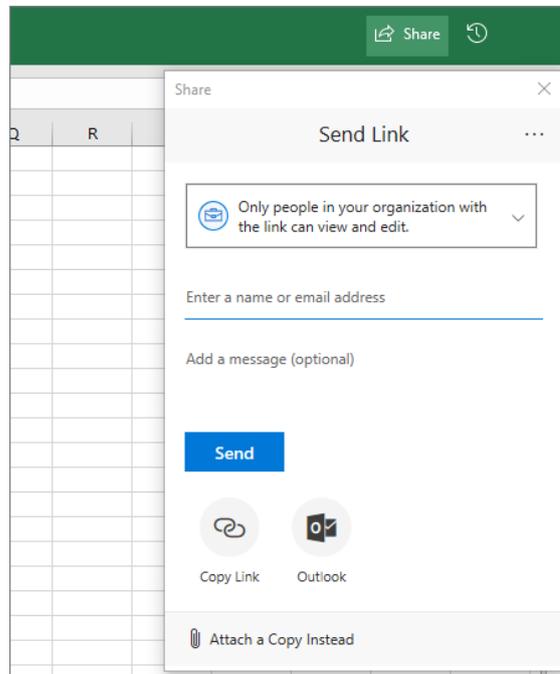
As soon as it's created your new file will be available for your team members to edit as well.

### Co-edit a file

Files uploaded and shared to a team are accessible to every member of the Team. In Office for the web, Office for Android or iOS, or the latest applications from Microsoft 365, you and your team members can co-edit Word, PowerPoint, or Excel documents, or comment on Visio files. No need to check files out or worry about if one of your colleagues has the document open. Just open the file you need to edit and if other team members are editing it too your changes will be seamlessly merged as you work.

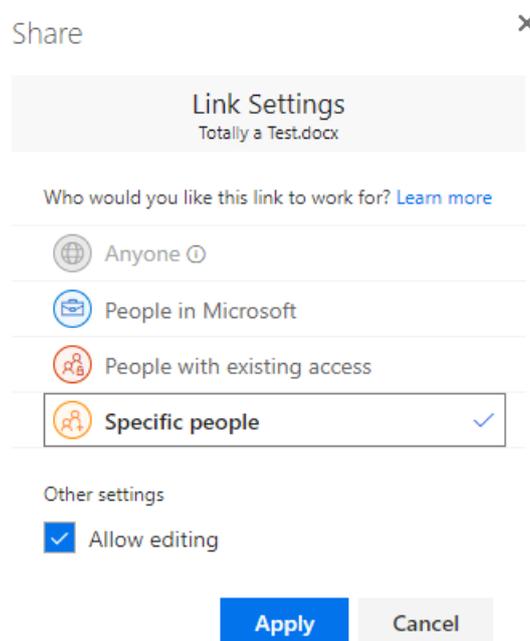
### Share with people outside your team

If the file is a Word, Excel, PowerPoint or Visio file, the easiest way to share it is to open the file in its corresponding Office for the web or desktop app. Select **Share** at the top right corner of the window. From there enter the aliases or email addresses of people you want to email the file link, or select **Copy Link** to choose where you share the link.



**Important:** To share with someone outside your team you'll have to open the file in Office for the web or Office desktop app.

If you want to share with people outside your organisation you may have to select the permissions drop-down (right above where you add the people you want to share with) and select that **Specific People** can access the file.



Once you've shared the file, those users can edit the file in real time (unless you unchecked **Allow editing** in the Link Settings dialog) just like the other members of your team can.

## Breakout Rooms Help

Allowing students to form small groups to discuss what they've learnt whilst easily providing the teacher visibility of who is meeting with whom, "pop in" to listen in to each breakout room, ask questions of the small groups to prompt deeper thinking as well as give reminders about when to return to the main virtual lesson is a vital tool in the remote teaching toolbox!

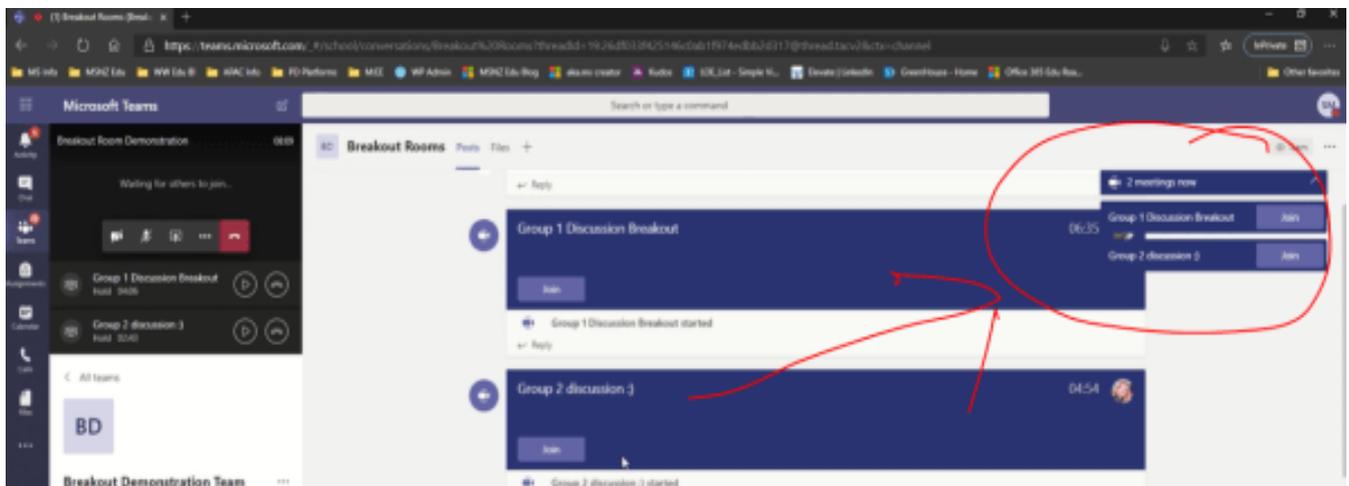
Fortunately, it's easy to achieve in Microsoft Teams as demonstrate in the below video:

<https://youtu.be/48J7ADQqPco>

I liken these breakout rooms to the "call waiting" function of a phone – you can easily keep the main classroom lesson call "on hold" whilst popping into other breakout groups that students are using (a single user can be on up to five calls at once).

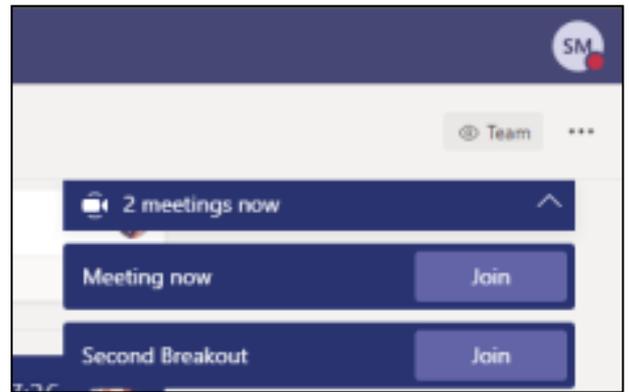
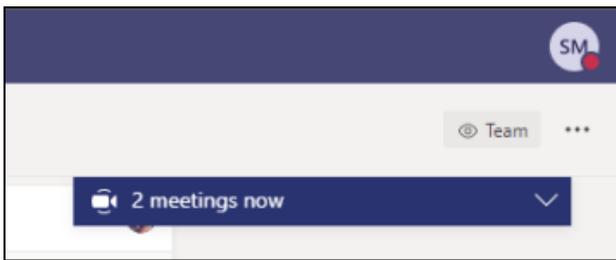
Pro Tip: Don't "hang up" your main meeting call to join a Breakout Room in a channel – rather simply join the Meet Now in the channel and it will put your main call on hold. You can have up to four calls on hold at once and circle back through any of them by clicking the "resume" button for the appropriate call in the top left of Teams.

One piece of feedback I received is if there is a lot of chatter in the channel where the "Meet Now" breakout room has been created, the "Join" button can sometimes scroll up and off the screen, not making it obvious how a late comer might enter the breakout room. This can easily be resolved by using the drop-down menu in the top right indicating all current calls happening in that channel:



Meetings happening in a channel are displayed in the top right drop down menu, allowing easy navigation to the join button, no matter how much chat is going on.

Here are two more close ups shots of that, the first with the meetings running in a single channel collapsed, the second with the meetings expanded:



### How to use Breakout Rooms in Microsoft Teams:-





# 16 essential keyboard shortcuts for Microsoft Teams



## Meetings and calls

Mute/unmute

Windows: Ctrl Shift M

macOS: Command Shift M

Turn camera on/off

Windows: Ctrl Shift O

macOS: Command Shift M

Blur background

Windows: Ctrl Shift P

macOS: Command Shift P



## Messaging

**Start a new chat**

Windows: Ctrl N

macOS: Command N

Attach a file

Windows: Ctrl O

macOS: Command O

Discover emoji

Windows: : word

macOS: : word

Edit your last message sent

Windows: Up arrow

macOS: Up arrow



## Navigation

**Open Activity**

Windows: Ctrl 1

macOS: Command 1

Open Chat

Windows: Ctrl 2

macOS: Command 2

Open Teams

Windows: Ctrl 3

macOS: Command 3

Open Calendar

Windows: Ctrl 4

macOS: Command 4

Open Calls

Windows: Ctrl 5

macOS: Command 5

Open Files

Windows: Ctrl 6

macOS: Command 6



## General

**Go to Search**

Windows: Ctrl E

macOS: Command E

Show commands

Windows: Ctrl /

macOS: Command /

Show all keyboard shortcuts

Windows: Ctrl .

macOS: Command .