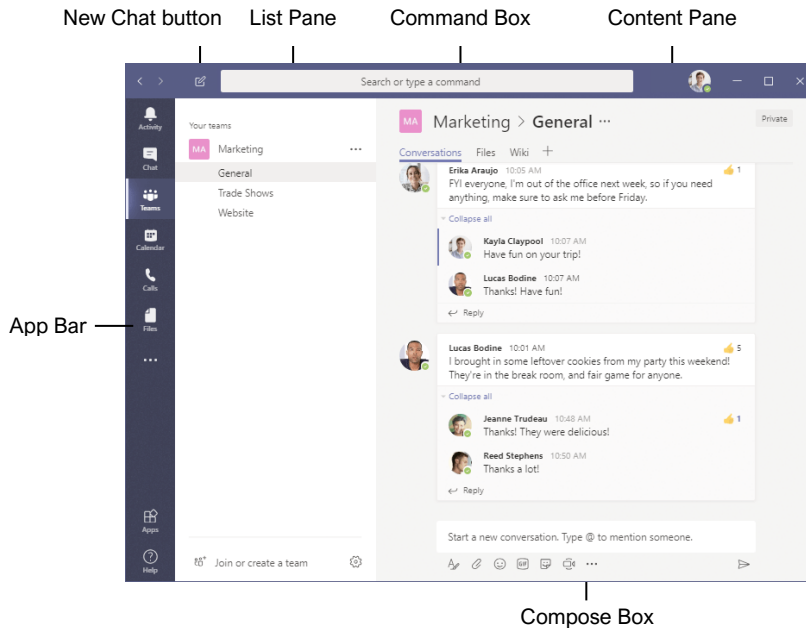




# Microsoft Teams

## Cheat Sheet

### The Teams Program Screen



### Keyboard Shortcuts

#### General

|                              |                 |
|------------------------------|-----------------|
| Go to Search.....            | <b>Ctrl + E</b> |
| Start a New Chat.....        | <b>Ctrl + N</b> |
| Show Commands.....           | <b>Ctrl + /</b> |
| Show Keyboard Shortcuts..... | <b>Ctrl + .</b> |
| Goto.....                    | <b>Ctrl + G</b> |
| Help.....                    | <b>F1</b>       |
| Settings.....                | <b>Ctrl + ,</b> |
| Zoom In.....                 | <b>Ctrl + =</b> |
| Zoom Out.....                | <b>Ctrl + -</b> |

#### Navigation

|               |                 |
|---------------|-----------------|
| Activity..... | <b>Ctrl + 1</b> |
| Chat.....     | <b>Ctrl + 2</b> |
| Teams.....    | <b>Ctrl + 3</b> |
| Calendar..... | <b>Ctrl + 4</b> |
| Calls.....    | <b>Ctrl + 5</b> |
| Files.....    | <b>Ctrl + 6</b> |

#### Messaging

|                                     |                         |
|-------------------------------------|-------------------------|
| Go to Compose box.....              | <b>C</b>                |
| Expand Compose box.....             | <b>Ctrl + Shift + X</b> |
| Send from Expanded Compose Box..... | <b>Ctrl + Enter</b>     |
| Attach file.....                    | <b>Ctrl + O</b>         |
| New Line.....                       | <b>Shift + Enter</b>    |

#### Meetings and Calls

|                             |                         |
|-----------------------------|-------------------------|
| Accept Video Call.....      | <b>Ctrl + Shift + A</b> |
| Accept Audio Call.....      | <b>Ctrl + Shift + S</b> |
| Decline Call.....           | <b>Ctrl + Shift + D</b> |
| Start Audio Call.....       | <b>Ctrl + Shift + C</b> |
| Start Video Call.....       | <b>Ctrl + Shift + U</b> |
| Toggle Mute.....            | <b>Ctrl + Shift + M</b> |
| Toggle Video.....           | <b>Ctrl + Shift + O</b> |
| Toggle Fullscreen.....      | <b>Ctrl + Shift + F</b> |
| Toggle Background Blur..... | <b>Ctrl + Shift + P</b> |

#### Calendar

|                         |                        |
|-------------------------|------------------------|
| Schedule a Meeting..... | <b>Alt + Shift + N</b> |
| Go to Current Time..... | <b>Alt + .</b>         |
| Previous Day/Week.....  | <b>Ctrl + Alt + ←</b>  |
| Next Day/Week.....      | <b>Ctrl + Alt + →</b>  |
| View Day.....           | <b>Ctrl + Alt + 1</b>  |
| View Workweek.....      | <b>Ctrl + Alt + 2</b>  |
| View Week.....          | <b>Ctrl + Alt + 3</b>  |

### Getting Started

**Sign In:** Enter your email address in the Sign In field, then click **Sign In**. Enter your password in the Password field, then click **Sign In**.

**Sign Out:** Click your account icon in the upper-right, then select **Sign Out**.

**Set Your Status:** Click your account icon in the upper-right, click your current status, then select a new status from the menu.

- Available Online and available
- Busy On a call, in a meeting, or otherwise busy
- Do Not Disturb Online, but does not want to be disturbed
- ⌚ Be Right Back Will return shortly
- ⌚ Appear Away Currently away from computer or idle

**Set a Status Message:** Click your account icon in the upper-right, then select **Set Status Message**. Enter a message into the text field, then click the **Clear status message after** list arrow and select when the message should expire. Click **Done**.

### Chats

**Start a New Chat:** Click the **New Chat** button at the top of the Teams window. Start typing the name of the person you want to chat with, then select their name from the search results. Enter a message in the Compose box, then click **Send**.

**Resume a Recent Chat:** Click the **Chat** button on the App bar. Click the **Recent** tab at the top of the List pane, then select a contact from the Recent list.



**Start a Chat with a Contact:** Click the **Chat** button on the App bar. Click the **Contacts** tab at the top of the List pane, then select a contact from the Contacts list.


**Start a Group Chat:** Click the **New Chat** button at the top of the Teams window. Start typing a person's name, then select their name from the search results. Start typing another name, then select another contact from the search results. Repeat until you have all the contacts you want.

**Format Text:** Click the **Format** button below the Compose box. Select the text you want to format, then use the formatting options available. Click the **More Options** button to access additional formatting options.


## Chats


[Send Important and Urgent Messages:](#) Click the **Set Delivery Options** button, then select **Important** or **Urgent**.



- **Important** messages will be marked with a  symbol.
- **Urgent** messages will be marked with a  symbol and will repeatedly notify the recipient until the message is read.



[Insert an Emoji:](#) Click the **Emoji**  button and select an emoji from the menu.


[Insert a GIF:](#) Click the **GIF**  button, then search for a GIF. Select a GIF from the search results.

[Insert a Sticker:](#) Click the **Sticker**  button, select a sticker category or search for a sticker, then click a sticker.


[Invite People to a Group Chat:](#) Click the **Add People**  button at the top of a chat screen. Start typing a person's name, then select their name from the search results. Choose how much of the conversation they'll be allowed to see, then click the **Add** button.


[Pin a Chat to the Top of the List Pane:](#) Hover your mouse over a chat in the List pane, click the **More Options**  button, then select  **Pin**.

[Mute a Chat's Notifications:](#) Hover your mouse over a chat in the List pane, click the **More Options**  button, then select  **Mute**.


[Share a File:](#) Click the **Attach File**  button below the Compose box, select a file source, select a file, click **Open**, then click **Send**.



## Teams

[Join a Team:](#) Click the **Teams** button on the App bar, then click  **Join or create a team**. Select a public team, search for a team, or enter a team code in the **Enter code** field. Click a team's **Join Team** button.

[Create a Team:](#) Click the **Teams** button on the App bar, then click  **Join or create a team**. Click the **Create Team** button, then click **Build a team from scratch**. Select a privacy level, enter a team name and description, then click **Create**. Add team members by searching for their names and selecting them from the search results, click **Add**, then click **Close**.



[View a Team Channel:](#) Click the **Teams** button on the App bar, then click a team channel in the List pane.


[Start a Channel Conversation:](#) Enter a message in the Team channel's Compose box, then click **Send** .



[Reply to a Channel Conversation:](#) Click a conversation's  **Reply** button, then enter a message and click **Send** .

## Teams


[React to a Message:](#) Hover your mouse over a message in a team channel, then click a reaction from the menu that appears.

[Save a Message:](#) Hover your mouse over a message in a team channel, click the **More Options**  button, then select  **Save this message**.


[View Saved Messages:](#) Click your account icon in the upper-right, then select  **Saved**. Click a saved message to view it.

[Create a New Channel:](#) Hover your mouse over a team in the List pane, click the **More Options**  button, then select  **Add channel**. Give the channel a name and description, then click **Add**.

[View a Channel File Library:](#) While viewing a team channel, click the **Files** tab.

[Upload a File to a Library:](#) While viewing a file library, click the  **Upload** button, select a file, then click **Open**.

[Create a New File in a Library:](#) While viewing a file library, click the  **New** button, select a file type, then enter a file name and click **Create**.


[Share a Link to a Library:](#) While viewing a file library, click the  **Get Link** button, select whether you want a **Teams** link or a **SharePoint** link, then click the **Copy** button.


## Meetings


[Schedule a Meeting:](#) Click the **Calendar** button on the App bar, then click the **New meeting** button. Enter a meeting's name, date, and time, then choose a location or team channel. Click **Schedule**.


[Join a Meeting from a Channel:](#) View the team channel the meeting is taking place in, locate the meeting in the Content pane, then click a meeting's **Join Now** button. Or, click the meeting to view its details and then click the **Join** button.

[Join a Meeting from the Calendar:](#) Click the **Calendar** button on the App bar, click a meeting, then click the **Join** button.

[View a Meeting Conversation:](#) While in a meeting, click the **Show Conversation**  button on the controls toolbar.



[Show Meeting Participants:](#) While in a meeting, click the **Show Participants**  button on the controls toolbar to display the People pane.

[Mute a Meeting Participant:](#) While the meeting's People pane is displayed, click a participant's **More Options**  button and select **Mute Participant**.


[Take Meeting Notes:](#) While in a meeting, click the **More Actions**  button on the controls toolbar and select **Show Meeting Notes**.

## Meetings


[View Meeting Notes:](#) View the team channel that a meeting took place in, then click the **Meeting Notes** tab.


[Record a Meeting:](#) While in a meeting, click the **More Actions**  button on the controls toolbar and select **Start Recording**. Click the **More Actions**  button again and select **Stop Recording** when you're finished.



[View a Meeting Recording:](#) View the team channel that a meeting took place in, locate the meeting in the Content pane, then click the recording.

[Toggle Camera in a Meeting:](#) While in a meeting, click the **Camera**  button on the controls toolbar to turn it on or off.



[Toggle Microphone in a Meeting:](#) While in a meeting, click the **Microphone**  button on the controls toolbar to turn it on or off.

[Blur the Camera Background:](#) While in a meeting or call, click the **More Actions**  button on the controls toolbar and select **Blur My Background**.




[Change Audio and Video Devices:](#) While in a meeting or call, click the **More Actions**  button on the controls toolbar and select **Show Device Settings**. Click the list arrows for audio devices and the camera to select from available devices.


[Share Your Screen:](#) While in a meeting or call, click the **Share Screen**  button on the controls toolbar. Select your whole screen, a specific window, or a PowerPoint presentation from the screen sharing pane. Click the **Stop Sharing**  button when you're done.


## Calls

[Make a Call:](#) Click the **Calls** button on the App bar. Use the number pad (if your organization supports it) to dial a number, then click the **Call**  button; or click **Contacts** in the List pane and click a contact's **Call**  button.

[Answer a Call:](#) When someone calls you, a notification will appear.

- Click  to answer as a video call.
- Click  to answer as an audio call.
- Click  to decline the call.

[Place a Call on Hold:](#) While on a call, click the **More Actions**  button on the controls toolbar and select **Hold**. Click the **Resume** button when you can return to the call.

[Transfer a Call:](#) While on a call, click the **More Actions**  button on the controls toolbar and select **Transfer**. Start typing the name of who you want to transfer the call to, then select their name from the search results and click **Transfer**.

[Check Your Voicemail:](#) Click the **Calls** button on the App bar and click **Voicemail** in the List pane. Click a voicemail message to play it.

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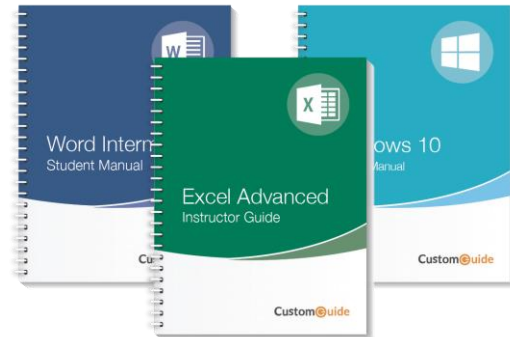
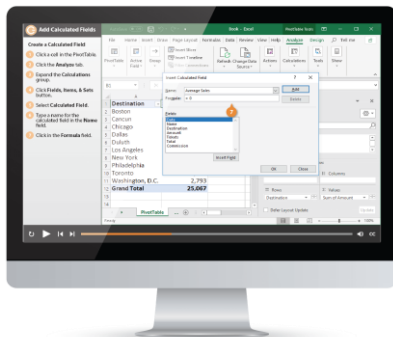
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