



Microsoft Teams Calls Shortcuts

Open Calls

	Desktop App	ctrl	5
	Web App	ctrl	↑ shift 5

Accept Video Call

	Desktop App	ctrl	↑ shift	A
	Web App	ctrl	↑ shift	A

Accept Audio Call

	Desktop App	ctrl	↑ shift	S
	Web App	ctrl	↑ shift	S

Decline Audio Call

	Desktop App	ctrl	↑ shift	D
	Web App	ctrl	↑ shift	D

Start Audio Call

	Desktop App	ctrl	↑ shift	C
	Web App	ctrl	↑ shift	C

Start Video Call

	Desktop App	ctrl	↑ shift	U
	Web App	ctrl	↑ shift	U

End Audio Call

	Desktop App	ctrl	↑ shift	H
	Web App	(No shortcut)		

End Video Call

	Desktop App	ctrl	↑ shift	H
	Web App	(No shortcut)		

Toggle Mute

	Desktop App	ctrl	↑ shift	M
	Webb App	ctrl	↑ shift	M

Temporarily unmute

	Desktop App	ctrl	Spacebar
	Web App	ctrl	Spacebar

These are shortcuts to help you maneuver more quickly in Microsoft Teams calls features, but keep in mind that you can also use your mouse.