



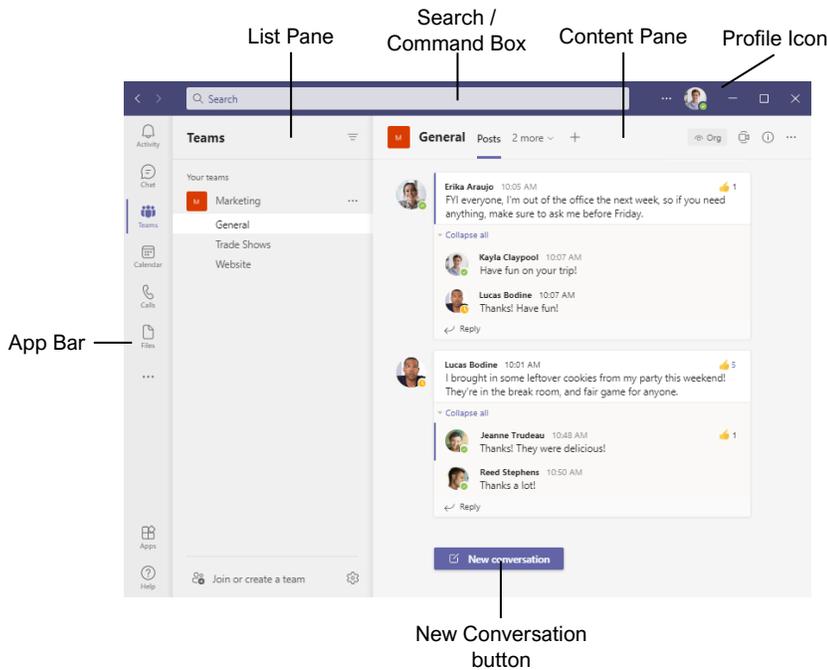
# Microsoft Teams

## Cheat Sheet



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### 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 **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. 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, then select a contact from under the Recent heading.

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

**Start a Group Chat:** Click the **Chat** button on the App bar, then click the **New Chat** button at the top of the list pane. 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.

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## 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** at the bottom of the list pane. 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** at the bottom of the list pane. Click the **Create Team** button, then click **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:** While viewing a team channel, click the **📄** **New Conversation** button. Enter a message in the 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, set its privacy settings, 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 **Files**, navigate to and 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 **🔗** **Copy 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 **Save**.

**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 **Meeting Notes**. Click the **Take Notes** button, then begin taking 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, click the recording, then click the **Play** button.

**Toggle Camera:** While in a meeting or call, click the **📷** **Camera** button on the controls toolbar to turn it on or off.

**Toggle Microphone:** While in a meeting or call, click the **🔊** **Microphone** button on the controls toolbar to turn it on or off.

**Change the Camera Background:** While in a meeting or call, click the **⋮** **More Actions** button on the controls toolbar and select **Apply Background Effects**. Select an effect, then click **Apply**.

**Change Audio and Video Devices:** While in a meeting or call, click the **⋮** **More Actions** button on the controls toolbar and select **Device Settings**. Click the list arrows for audio devices and the camera to select a device.

**Share Your Screen:** While in a meeting or call, click the **🖥** **Share Content** 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. Enter a contacts name in the **Type a name** field, select them, then click the **📞** **Call** button; or click the **Contacts** tab 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**. Type the name of who you want to transfer the call to, select their name from the search results, then click **Transfer**.

**Check Your Voicemail:** Click the **Calls** button on the App bar and click **Voicemail** tab above the History group. Click a voicemail message, then click the **Play** button to play it.

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