

# Skype for Business Keyboard Shortcuts

This document lists all keyboard shortcuts that can be found within Skype for Business.

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## Frequently used shortcuts

Here is a quick reference to frequently used keyboard shortcuts in Skype for Business.

To do this	Press
Main window: Find a contact	Ctrl+Shift+Spacebar
When a contact is selected: make a call or start a chat	Enter
When a contact is selected: see context-sensitive menu	Shift+F10
Accept an incoming call or chat	Windows logo key+Shift+O
Decline an incoming call or chat	Windows logo key+Escape
Mute or unmute your audio on a call	Windows logo key+F4
Conversation window: turn camera on or off	Windows logo key+F5
Conversation window: invite a contact to an existing conversation	Alt+V
Conversation window: end a conversation	Alt+Q
Conversation window: stop sharing your desktop	Alt+T

## General navigation and movement

No matter which window is in focus, use the following keyboard shortcuts.

To do this	Press
Accept an incoming invite notification.	Windows logo key+Shift+O
Decline an invite notification.	Windows logo key+Esc
Self-mute or unmute audio.	Windows logo key+F4
Turn my Camera On/Turn my Camera Off when video is already established in the call.	Windows logo key+F5
Put focus into the Find Contact search box.	Ctrl+Shift+Spacebar
Open the main window and put focus in the search box.	Ctrl+Alt+Shift+3
Take back control when sharing your screen.	Ctrl+Alt+Spacebar
Stop sharing your screen.	Ctrl+Shift+S

## Skype for Business main window

When the Skype for Business main window is in the foreground, use these keyboard shortcuts.

To do this	Press
Move to the Contacts list tab.	Ctrl+1
Move to the persistent chat tab.	Ctrl+2
Move to the Conversation list tab.	Ctrl+3
Move to the Phone tab.	Ctrl+4
Move to the Meetings tab.	Ctrl+5
As a delegate, transfer a call to someone else's work number. (Not available with all Office 365 subscriptions.)	Ctrl+1 or Ctrl+Shift+1
Open the System menu. Alt opens the menu bar.	Alt+Spacebar
Open the File menu.	Alt+F
Start Meet Now.	Alt+M
Open the Tools menu.	Alt+T
Open the Help menu.	Alt+H

## Contacts list

While in the Contacts list, use these keyboard shortcuts.

To do this	Press
Delete the selected custom group or contact.	Delete
Move the selected group up.	Alt+Up Arrow
Move the selected group down.	Alt+Down Arrow
On the shortcuts menu, open the selected contact or group contacts card.	Alt+Enter
Collapse or expand the selected group.	Spacebar
Remove the selected contact from the Contacts list (non-distribution-group members only).	Shift+Delete

## Contact card

While in a contact card, use these keyboard shortcuts.

To do this	Press
Close the contact card.	Esc
Move through the tabs at the bottom of the contact card.	Ctrl+Tab
Move through the tabs at the bottom of the contact card in reverse order.	Ctrl+Shift+Tab

## Conversation window

While in the Conversation window, use these keyboard shortcuts.

To do this	Press
Open the Help home page while on the Help menu.	F1
Exit full-screen view if present. Otherwise, the Conversation window closes only if there is no audio, video, or sharing occurring.	Esc
Accept any of the invite notifications. These include audio, video, call, and sharing requests.	Alt+C
Close the Conversation window.	Alt+F4
Ignore any invite notifications. These include audio, video, call, and sharing requests.	Alt+I
Rejoin audio in a meeting.	Alt+R
Open the Save As dialog box for a file that was sent in the Conversation window.	Alt+S
Invite a contact to an existing conversation.	Alt+V
Save the contents of IM history. Works for person-to-person conversations when you use Outlook.	Ctrl+S
Show or hide the instant message area.	Ctrl+W
Send a file, or in the context of a conference, add a meeting attachment.	Ctrl+F

Start OneNote and take notes about the conversation session.	Ctrl+N
Show or hide the participant list.	Ctrl+R
Navigate left to the previous UI element in the Conversation window (replaces pressing Shift+Tab to move focus from one UI element to the previous)	Ctrl+Shift+Alt+Left arrow
Navigate right to the next UI element in the Conversation window (replaces pressing Tab to move focus from one UI element to the next)	Ctrl+Shift+Alt+Right arrow
Add or end video.	Ctrl+Shift+Enter
Hold or resume an ongoing audio conversation.	Ctrl+Shift+H
Mark a conversation as having high importance. For person-to-person conversations, not available for meetings.	Ctrl+Shift+I
Show or hide the sharing stage.	Ctrl+Shift+Y
Switch to compact view.	Ctrl+Shift+P
Switch to content-only view.	Ctrl+Shift+K
Add or end audio.	Ctrl+Enter
When on a mode button, opens the corresponding callout.	Up arrow
When focus is on a mode button, a default action is taken. For audio, mute or unmute occurs. For video, start or stop the camera.	Spacebar
Dismiss or hide an open callout or bubble that has keyboard focus.	Esc

## Call controls (Conversation window)

While in a peer-to-peer call, use these keyboard shortcuts. **These do not work in a conference call.**

To do this	Press
End a call or chat.	Alt+Q
Transfer: Open the contact picker during a peer-to-peer call. (Not available with all Office 365 subscriptions.)	Ctrl+Shift+T
Put a call on hold.	Ctrl+Shift+H
Display the dial pad.	Ctrl+Shift+D

## Video (Conversation window)

When working with video in the Conversation window, use these keyboard shortcuts.

To do this	Press
View video in full screen. If the stage area is visible in the Conversation window, F5 won't take full-screen video.	F5
Exit full-screen video.	Esc
Pop out Gallery; Pop in Gallery.	Ctrl+Shift+O
Lock your video for everyone in the meeting.	Ctrl+Shift+L



## IM (Conversation window)

When instant messaging with someone, use these keyboard shortcuts.

To do this	Press
Open Help.	F1
Save the IM conversation.	F12
Select all content in the conversation.	Ctrl+A
Cut the selected text.	Ctrl+X
Paste the copied text.	Shift+Insert or Ctrl+V
Copy the selected text.	Ctrl+C
Make the selected text bold.	Ctrl+B
Make the selected text italic.	Ctrl+I
Make the selected text underlined.	Ctrl+U
Redo the previous action.	Ctrl+Y
Undo the previous action.	Ctrl+Z
Change the color of the text you typed.	Ctrl+Shift+F
Open a file that's been received via Skype.	Alt+P
Decline a file that's been sent via Skype.	Alt+D
Place focus in your IM input area.	Ctrl+Shift+M

## Conversation or meeting stage

To do this	Press
View the Conversation window in full screen mode.	F5
Exit full screen if present.	Esc
Stop sharing.	Alt+T
Manage presentable content.	Ctrl+Shift+E
Show or hide the sharing stage.	Ctrl+Shift+Y
Force pending L1 alert into view in full screen.	Ctrl+Shift+A
Switch to speaker view.	Ctrl+Shift+J
Switch to gallery view.	Ctrl+Shift+I
Move out of the sharing region in a forward direction.	Ctrl+Alt+Right arrow
Move out of the sharing region in a backward direction.	Ctrl+Alt+Left arrow

## Conversation environment

To do this	Press
Delete selected items.	Delete
Move to top of list.	Home
Move to bottom of list.	End
Move up one page, which is about 24 lines.	Page Up
Move down one page, which is about 24 lines.	Page Down
Move to the previous contact for conversation.	Up arrow
Move down to the next contact for conversation.	Down arrow

## PowerPoint sharing: Legacy PowerPoint viewer

To do this	Press
When the content space is in focus, move through the controls for PowerPoint sharing (Prev arrow, Next arrow, Thumbnails, and Notes).	Tab
When focus is on content area, move to the next click, or slide, if no click for animation is on the current slide.	Right arrow
When the thumbnail area is in focus, move focus to the previous or next thumbnail without changing the active slide.	Left or Right arrow
When focus is on content area, move to the previous click, or slide if no click for animation is on the current slide.	Left arrow
When thumbnail area is in focus, set the focus on the first slide thumbnail without changing the active slide.	Home
Select the control in focus or thumbnails if thumbnail strip has focus and select (change in active slide).	Enter
When the thumbnail area is in focus, set the focus on the last slide thumbnail without changing the active slide.	End

## Tabbed conversations

To do this	Press
Open tab window's system menu.	Alt+Spacebar
Set focus on tab item in tabbed conversation view.	Ctrl+Shift+T
Switch to the next tab (continuously loop through all tabs).	Ctrl+Tab
Switch to a specific tab number and put keyboard focus in that conversation.	Ctrl+1,2...9
Dock or undock the selected conversation to or from the tab window.	Ctrl+O
Close a tab.	Esc