

# **ZOOM: Keyboard & Phone Shortcuts**

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## 1. OVERVIEW

There are keyboard shortcuts that allow you to navigate the Zoom settings without using your mouse. They are listed in the [Zoom Settings & Controls Article](#) (click [here](#)) and are also available in your Zoom desktop client settings, under Keyboard Shortcuts.

## 2. PREREQUISITES

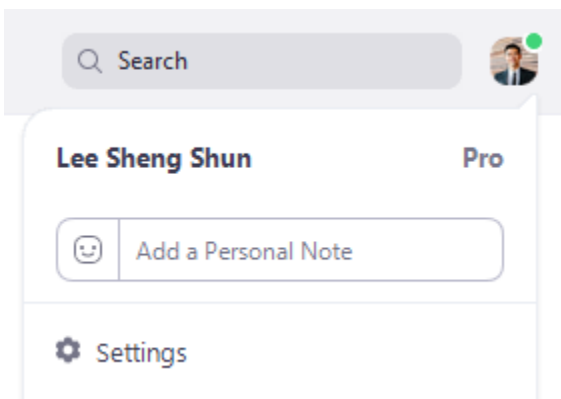
Zoom desktop client for Windows, macOS, or Linux: 5.2.0 or higher

Zoom mobile app for iOS (iPad), 4.4.5 (55341.0715) or higher

## 3. WINDOWS

You can view and edit keyboard shortcuts in your Keyboard Shortcuts settings.

1. Sign in to the Zoom desktop client.
2. Click your profile picture then click Settings (Settings Option Under Profile Picture)



3. Click Keyboard Shortcuts.



The keyboard shortcuts will appear.

### Editing shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

## Available shortcuts

<b>General</b>	
F6	Navigate among Zoom popup windows.
Ctrl+Alt+Shift	Move focus to Zoom's meeting controls

<b>Meeting</b>	
PageUp	View previous 25 video stream in gallery view
PageDown	View next 25 video stream in gallery view
Alt	Turn on/off the option. Always show meeting controls in General settings
Alt+F1	Switch to active speaker view in video meeting
Alt+F2	Switch to gallery video view in video meeting
Alt+F4	Close the current window
Alt+V	Start/stop video
Alt+A	Mute/unmute audio
Alt+M	Mute/unmute audio for everyone except host
Note	For the meeting host only
Alt+S	Launch share screen window and stop screen share
Note	Will only work when meeting control toolbar has focus
Alt+Shift+S	Start/stop new screen share
Note	Will only work when meeting control toolbar has focus
Alt+T	Pause or resume screen share
Note	Will only work when meeting control toolbar has focus
Alt+R	Start/stop local recording
Alt+C	Start/stop cloud recording
Alt+P	Pause or resume recording
Alt+N	Switch camera
Alt+F	Enter or exit full screen
Alt+H	Display/hide in-meeting chat panel
Alt+U	isplay/hide participants panel
Alt+I	Open invite window
Alt+Y	Raise/lower hand
Alt+Shift+R	Gain remote control
Alt+Shift+G	Stop remote control
Ctrl+2	Read active speaker name
Ctrl+Alt+Shift+H	Show/hide floating meeting controls

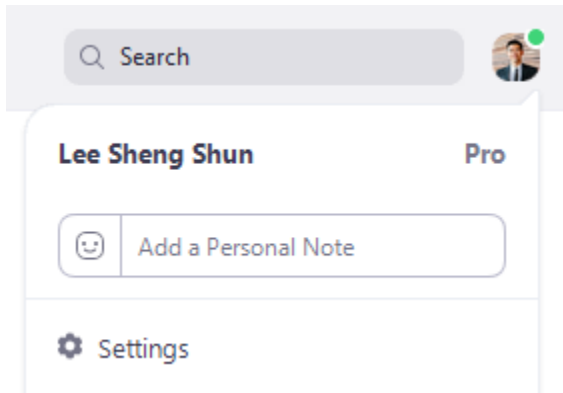
<b>Chat</b>	
Alt+Shift+T	Screenshot
Alt+L	Switch to Portrait/Landscape View
Ctrl+W	Close current chat session
Ctrl+Up	Go to previous chat
Ctrl+Down	Go to next chat
Ctrl+T	Jump to chat with someone
Ctrl+F	Search
Ctrl+Tab	Move to the next tab (right)
Ctrl+Shift+Tab	Move to the previous tab (left)

<b>Phone</b>	
Ctrl+Shift+P	Call highlighted phone number.
Ctrl+Shift+A	Accept inbound call.
Ctrl+Shift+E	End current call.
Ctrl+Shift+D	Decline inbound call.
Ctrl+Shift+M	Mute/unmute mic.
Ctrl+Shift+H	Hold/unhold call.

## 4. MAC OPERATING SYSTEMS

You can view and edit keyboard shortcuts in your Accessibility settings.

1. Sign in to the Zoom desktop client.
2. Click your profile picture then click Settings (Settings Option under Profile Picture)



3. Click Keyboard Shortcuts.



The keyboard shortcuts will appear.

### Editing shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

## Available shortcuts

<b>General</b>	
Command(⌘)+W	Close the current window
Command(⌘)+L	Switch to portrait or landscape View, depending on current view
Ctrl+T	Switch from one tab to the next

<b>Meeting</b>	
Command(⌘)+J	Join meeting
Command(⌘)+Control+V	Start meeting
Command(⌘)+J	Schedule meeting
Command(⌘)+Control+S	Screen share using direct share
Command(⌘)+Shift+A	Mute/unmute audio
Command(⌘)+Control+M	Mute audio for everyone except the host (only available to the host)
Command(⌘)+Control+U	Unmute audio for everyone except host (only available to the host)
Space	Push to talk
Command(⌘)+Shift+V	Start/stop video
Command(⌘)+Shift+N	Switch camera
Command(⌘)+Shift+S	Start/stop screen share
Command(⌘)+Shift+T	Pause or resume screen share
Command(⌘)+Shift+R	Start local recording
Command(⌘)+Shift+C	Start cloud recording
Command(⌘)+Shift+P	Pause or resume recording
Command(⌘)+Shift+W	Switch to active speaker view or gallery view, depending on current view
Ctrl+P	View previous 25 participants in gallery view
Ctrl+N	View next 25 participants in gallery view
Command(⌘)+U	Display/hide participants panel
Command(⌘)+Shift+H	Show/hide in-meeting chat panel
Command(⌘)+I	Open invite window
Option+Y	Raise hand/lower hand
Ctrl+Shift+R	Gain remote control
Ctrl+Shift+G	Stop remote control
Command(⌘)+Shift+F	Enter or exit full screen
Command(⌘)+Shift+M	Switch to minimal window
Ctrl+Option+Command+H	Show/hide meeting controls
Ctrl+Shift+R	Gain remote control
Ctrl+Shift+G	Stop remote control
Ctrl+\	Toggle the Always Show meeting controls option in General settings
Command(⌘)+W	Prompt to End or Leave Meeting

<b>Chat</b>	
Command(⌘)+K	Jump to chat with someone
Command(⌘)+T	Screenshot

<b>Phone</b>	
Ctrl+Shift+C	Call highlighted phone number.
Ctrl+Shift+A	Accept inbound call.
Ctrl+Shift+D	Decline inbound call.
Ctrl+Shift+E	End current call.
Ctrl+Shift+M	Mute/unmute mic.
Ctrl+Shift+H	Hold/unhold call.

## 5. PHONE FUNCTIONS

### Phone Controls for Participants (Using Dial Pad)

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- \*6 – Toggle mute/unmute
- \*9 – Raise hand

### Muting Before a Meeting

To mute your audio before joining a Zoom meeting from your phone:

- Tap on the “Join” option in the Zoom app to join a meeting
- Enable the toggle next to “Don’t Connect to Audio” (refer to screenshot A)

Using this method, you need to tap on the “Disable Audio” option everytime you join a meeting. If you want to be automatically muted for every meeting:

- Launch the Zoom App on your Android or iPhone
- Tap on the Settings option at the bottom. Tap on Meeting inside Settings
- Enable the toggle next to “Always Mute My Microphone” (Refer to screenshots B, C and D)

### Muting During a Meeting

To mute yourself during a meeting:

- Tap on your screen to show the available options.
- Tap on “Mute” to disable your audio (the button will turn red).
- To unmute, tap on the “Unmute” icon that has replaced “Mute” (Refer to Screenshots E and F)



## Muting Others During a Meeting

To mute All Participants on a Zoom Call (as the meeting host):

- Tap on the Participants tab at the bottom of the Zoom app. This will direct you to the list of participants (Screenshot G)
- Tap on “Mute All” at the bottom to automute everyone in the group. To unmute everyone, tap on “Unmute All” (Screenshots H and I). NOTE: If you don’t want participants to unmute themselves, uncheck the “Allow participants to unmute themselves” option.

To mute/unmute select people only (during the meeting):

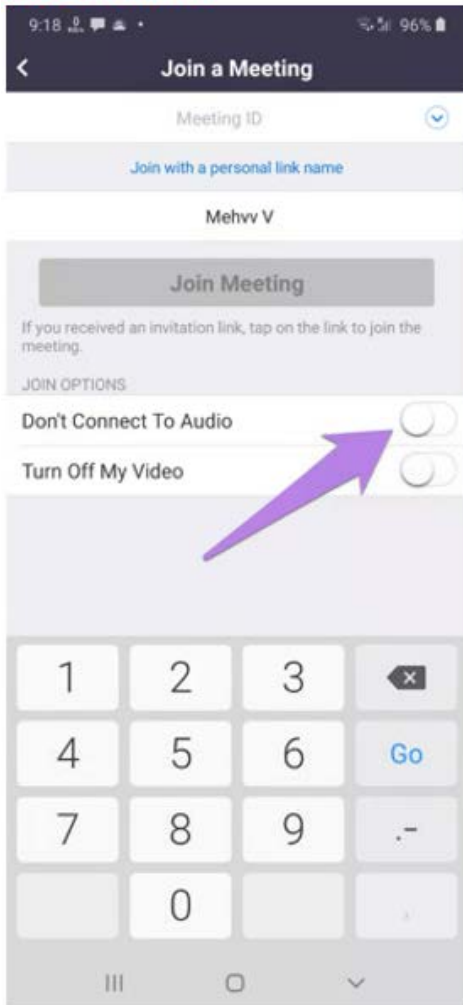
- Tap on the participant’s name and choose either “Mute” or “Unmute” from the menu (Screenshot J).

To mute participants (from the beginning of the meeting):

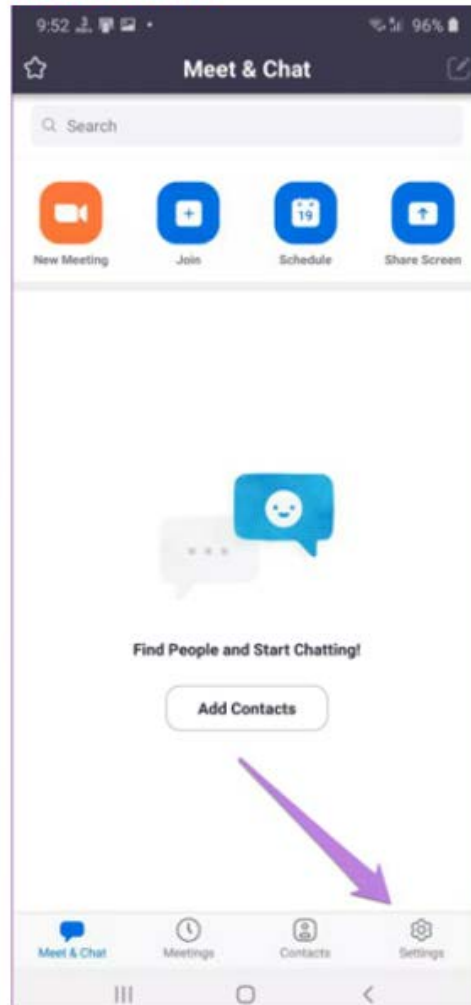
- tap on the three-dot icon at the bottom of the meeting screen (Screenshot K)
- go to “Meeting Settings” (Screenshot L)
- Enable “Mute on Entry” (Screenshot M)

## 6. SCREENSHOTS

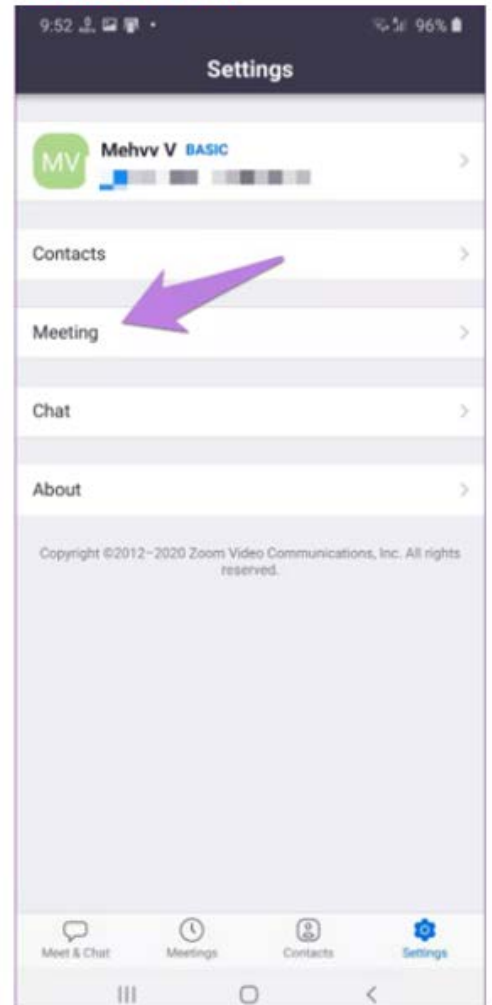
### Screenshot A



### Screenshot B



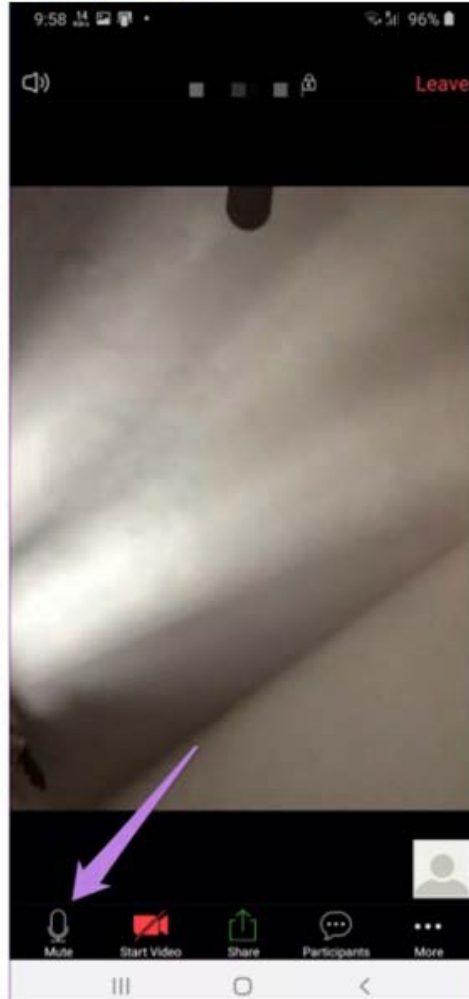
### Screenshot C



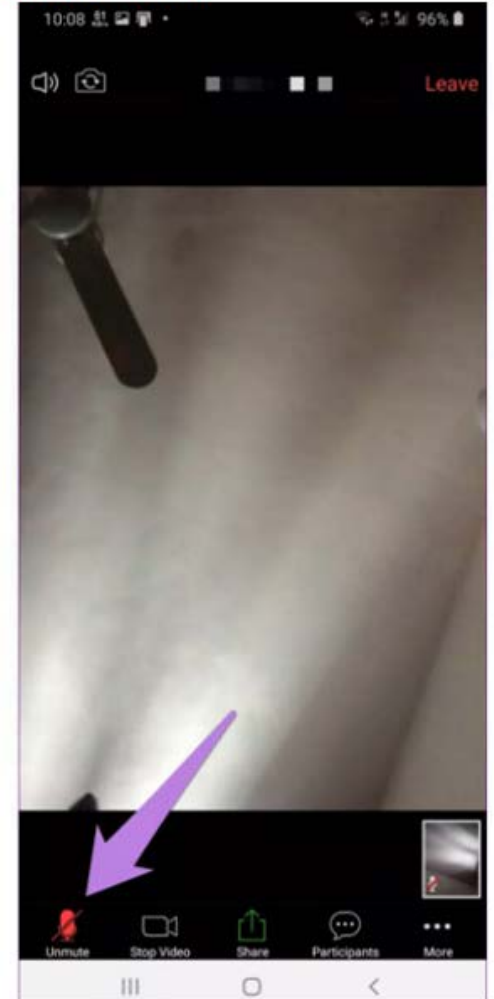
**Screenshot D**



**Screenshot E**



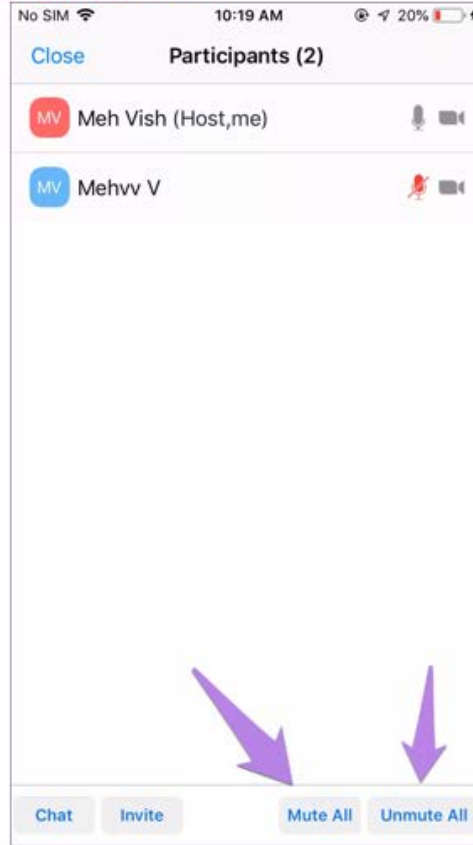
**Screenshot F**



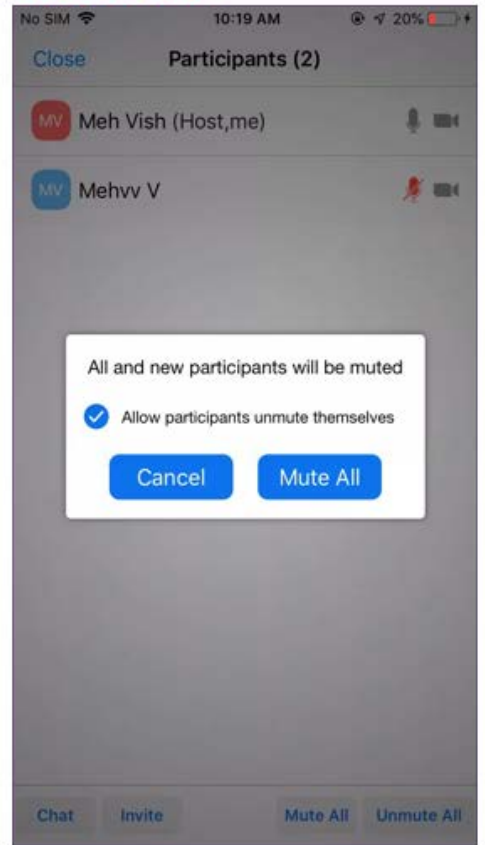
**Screenshot G**



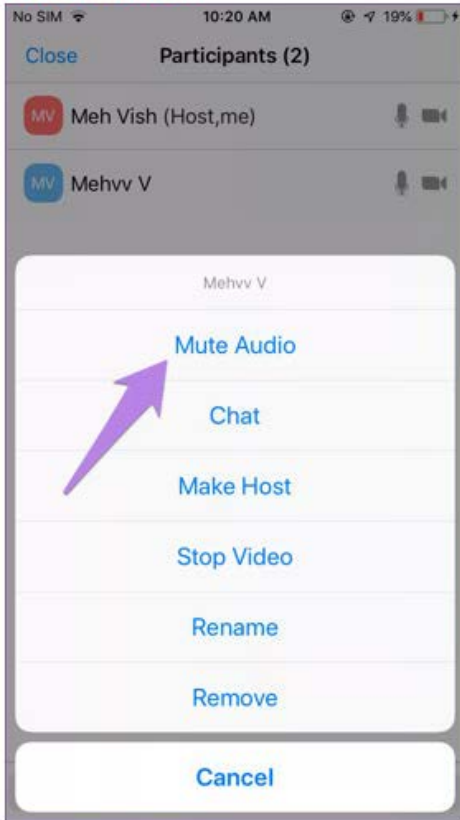
**Screenshot H**



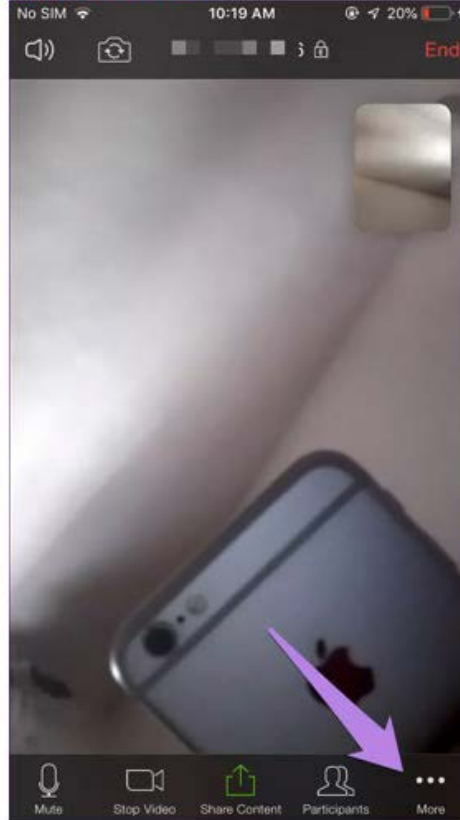
**Screenshot I**



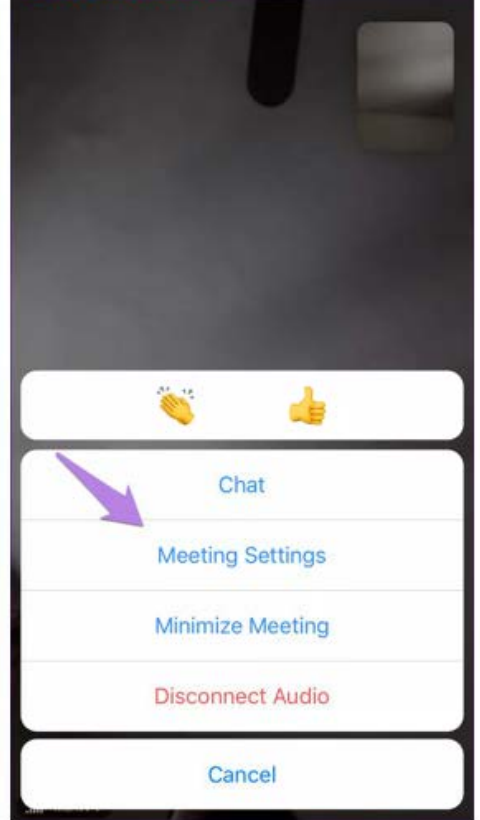
**Screenshot J**



**Screenshot K**



**Screenshot L**



**Screenshot M**

