

There are several keyboard shortcuts that can be used to make your Zoom session more efficient. Following is a list of keyboard shortcuts for more frequently used features (For a full list of shortcuts [click here](#)).

## How to Activate Keyboard Shortcuts

Go to **Settings – Keyboard Shortcuts** and select the shortcuts you wish to activate.

|  |                 |
|--|-----------------|
| <b>Audio:</b>  |                 |
| Mute/Unmute My Audio   | Alt + A         |
| Mute/Unmute Audio for Everyone Except host (Host Only)   | Alt + M         |
| Push to Talk – Use <b>Settings</b> when in a meeting to activate this feature<br>(Unmute when spacebar is pressed, mute when spacebar is released) | Spacebar        |
| <b>Video:</b>  |                 |
| Start/Stop Video   | Alt + V         |
| <b>Screen Sharing:</b>   |                 |
| Start/Stop Screensharing   | Alt + S         |
| Pause/Resume Screen Sharing  | Alt + T         |
| <b>View:</b>   |                 |
| Switch to Speaker View   | Alt + F1        |
| Switch to Gallery View   | Alt + F2        |
| Enter/Exit Full-Screen   | Alt + F         |
| <b>Chat Display:</b>   |                 |
| Show/Hide in-meeting chat panel  | Alt + H         |
| Increase chat display size   | Ctrl ++         |
| Decrease chat display size   | Ctrl -          |
| <b>Recording:</b>  |                 |
| Start/Stop Local Recording   | Alt + R         |
| Start/Stop Cloud Recording   | Alt + C         |
| Pause/Resume Recording   | Alt + P         |
| <b>Participants:</b>   |                 |
| Show/Hide Participants Panel   | Alt + U         |
| Open the invite window   | Alt + I         |
| Copy Invite Link   | Alt + Shift + I |
| Raise/Lower Hand   | Alt + Y         |
| <b>Meeting Controls:</b>   |                 |
| End Meeting  | Alt + Q         |
| <b>Chat:</b>   |                 |
| Screenshot   | Alt + Shift + T |
| Hide current chat session  | Ctrl + W        |
| Go to previous chat  | Ctrl + Up       |
| Go to next chat  | Ctrl + Down     |
| Back in Chat   | Alt + Left      |
| Forward in Chat  | Alt + Right     |
| New Chat   | Ctrl + N        |
| Jump to start of new messages in chat/channel  | Alt + N         |