

Zoom Keyboard Shortcuts

(The following are supposed to work on PCs. There may be companion sets needed for other devices.)

Close current chat session Ctrl+W

Close the current window Alt+F4

Display/hide In-Meeting Chat panel Alt+H

Display/hide **Participants panel** Alt+U

End meeting Alt+Q

Enter or exit full screen Alt+F

Gain **Remote Control** Alt+Shift+R

Go to next chat Ctrl+Down

Go to previous chat Ctrl+Up

Jump to chat with someone Ctrl+T

Launch **share screen window** and stop screen share Note: Will only work when meeting control toolbar has focus Alt+S

Move focus to Zoom's meeting controls Ctrl+Alt+Shift

Move to the next tab (right) Ctrl+Tab

Move to the previous tab (left) Ctrl+Shift+Tab

Mute/unmute audio (microphone) Alt+A

Mute/unmute audio for everyone except host Note: For the meeting host only Alt+M

Navigate among Zoom popup windows F6

Open **Invite window** Alt+I

Pause or resume recording Alt+P

Pause or resume screen share Note: Will only work when meeting control toolbar has focus Alt+T

Raise/lower hand Alt+Y

Read active speaker name Ctrl+2

Screenshot Alt+Shift+T

Search Ctrl+F

Show/Hide floating meeting controls Ctrl+Alt+Shift+H

Start/stop cloud recording Alt+C

Start/stop **local recording** Alt+R

Start/stop new screen share Note: Will only work when meeting control toolbar has focus Alt+Shift+S

Start/Stop own Video Alt+V

Stop **Remote Control** Alt+Shift+G

Switch camera Alt+N

Switch to **active speaker view** in video meeting Alt+F1

Switch to **gallery video view** in video meeting Alt+F2

Switch to Portrait/Landscape View Alt+L

Turn on/off the option Always show meeting control toolbar in Accessibility Settings Alt

View next 25 video stream in gallery view PageDown

View previous 25 video stream in gallery view PageUp

Issues.Questions

Use of spacebar on Mute

Meeting Settings – Notifications

Does **Start/Stop Video** Alt+V apply to everyone or just the person doing it?

Security icon – check/uncheck participant allowances

(Participants ⋯) uncheck **Allow participants to unmute themselves**

(Participant ⋯) Play enter/exit chime

Security icon – Enable Chat