

MODERATION MANAGEMENT

Meeting Support

2885 Sanford Ave SW #36026 Grandville, MI 49418-1342

www.moderation.org • meetings@moderation.org

Zoom Keyboard Shortcuts

Please READ this document – We believe this will increase your happiness
Using Free (and Anonymous) Zoom Videoconferencing <https://zoom.us>

This document is assembled from information found on this page:
<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>

Windows Only Zoom Keyboard Shortcuts:

General

F6: Navigate among Zoom popup windows.

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

Meeting

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: Display/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

Chat

Alt+Shift+T: Screenshot

Switch to Portrait/Landscape View: Alt+L

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)

Note: There are also additional shortcuts for editing chat messages.

Phone

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.

Editing Windows Shortcut Keys:

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

1. Log in to your Zoom desktop client.
2. Click your profile picture then click Settings.
3. Click Keyboard Shortcuts.
4. The keyboard shortcuts will appear.

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.

Apple Macintosh Only Zoom Keyboard Shortcuts:

General

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

Meeting

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

Chat

Command(⌘)+K: Jump to chat with someone
Command(⌘)+T: Screenshot
Note: There are also additional shortcuts for editing chat messages.

Phone

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.

Editing Macintosh Shortcut Keys:

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

1. Log in to your Zoom desktop client.
2. Click your profile picture then click Settings.
3. Click Keyboard Shortcuts.
4. The keyboard shortcuts will appear.

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.

iOS Only Zoom Keyboard Shortcuts:

If you are using an iPad with a keyboard, the following shortcuts are available in a Zoom meeting:

Command + Shift + A: Mute/Unmute my audio

Command + Shift + V: Start/Stop my video

Command + Shift + H: Display/Hide Chat

Command + Shift + M: Minimize meeting

Command + U: Display/Hide manage participants

Command + W: Close the front window, such as the participants or meeting settings window

Linux Only Zoom Keyboard Shortcuts:

Alt+A: Mute/unmute my audio

Alt+M: Mute/unmute audio for everyone except the host (available only to the host)

Ctrl+Tab: Switch from one tab to the next

Alt: Toggle the 'Always show meeting controls' option in Settings/Accessibility

Alt+V: Start/Stop Video

Alt+S: Start/stop screensharing

Alt+T: Pause/resume screen sharing

Alt+R: Start/Stop local recording

Alt+C: Start/stop cloud recording

Alt+P: Pause/resume recording

Alt+N: Switch camera

Esc: Enter/Exit full screen mode

Alt+U: Show/Hide Participants panel

Alt+I: Open the invite window

Alt+Y: Raise/lower hand

Alt+Shift+R: Begin remote control

Alt+Shift+G: Revoke remote control permission

Alt+Shift+T: Screenshot

Ctrl+W: Close current chat session

Editing Linux Shortcut Keys:

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

1. Log in to your Zoom desktop client.
2. Click your profile picture then click Settings.
3. Click Accessibility.
4. The Accessibility settings and keyboard shortcuts will appear.

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.