

ZOOM TIPS

Available Keyboard Shortcuts

- **F6**: Navigate among Zoom popup windows.
- **Ctrl+Alt+Shift**: Move focus to Zoom's meeting controls
- **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 control toolbar** in Accessibility 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
- **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)