

ZOOM WEBINAR ACCESSIBLE KEYBOARD SHORTCUTS

This document provides commonly used keyboard shortcuts for PC

[Please click here for a full listing of keyboard commands.](#)

General Keyboard Shortcuts

- F6: Navigate among Zoom popup windows.
- Ctrl+Alt+Shift: Move focus to Zoom's meeting controls

Meeting Keyboard Shortcuts

- Alt+A: Mute/unmute audio
- Alt+Y: Raise/lower hand
- 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+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+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 Keyboard Shortcuts

- 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)

Phone Keyboard Shortcuts

- 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.