

# Accessibility in Microsoft Teams

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## 1. Keyboard shortcuts for Microsoft Teams

Many users find that using an external keyboard with keyboard shortcuts for Microsoft Teams on Windows or macOS helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse.

- The shortcuts in this chapter refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- If a shortcut requires pressing two or more keys at the same time, this topic separates the keys with a plus sign (+). If you must press one key immediately after another, the keys are separated by a comma (,).
- You can easily access the keyboard shortcuts list from within Microsoft Teams by pressing Ctrl+Period (.)

### 1.1 On Windows

#### General

To do this	In the Desktop App	In the Web App
Show keyboard shortcuts	Ctrl+Period (.)	Ctrl+Period (.)
Go to Search	Ctrl+E	Ctrl+E
Show commands	Ctrl+Slash (/)	Ctrl+Slash (/)
Go to	Ctrl+G	Ctrl+Shift+G
Start a new chat	Ctrl+N	Left Alt+N
Open Settings	Ctrl+Comma (,)	Ctrl+Comma (,)
Open Help	F1	Ctrl+F1
Close	Esc	Esc
Zoom in	Ctrl+Equals sign (=)	No shortcut
Zoom out	Ctrl+Minus sign (-)	No shortcut

#### Navigation

If you're using the default app bar configuration in the Microsoft Teams desktop app, use the commands in the table below. If you've changed the order of your apps, the command depends on the app's sequential order on the app bar. For example, if you've moved Calendar to the top of the app bar, press Ctrl+1 to open it, not Ctrl+4.

To do this	In the Desktop App	In the Web App
Open <b>Activity</b>	Ctrl+1	Ctrl+Shift+1
Open <b>Chat</b>	Ctrl+2	Ctrl+Shift+2
Open <b>Teams</b>	Ctrl+3	Ctrl+Shift+3
Open <b>Calendar</b>	Ctrl+4	Ctrl+Shift+4
Open <b>Calls</b>	Ctrl+5	Ctrl+Shift+5
Open <b>Files</b>	Ctrl+6	Ctrl+Shift+6
Go to previous list item	Left Alt+Up arrow key	Left Alt+Up arrow key
Go to next list item	Left Alt+Down arrow key	Left Alt+Down arrow key
Move selected team up	Ctrl+Shift+Up arrow key	No shortcut

Move selected team down	Ctrl+Shift+Down arrow key	No shortcut
Go to previous section	Ctrl+Shift+F6	Ctrl+Shift+F6
Go to next section	Ctrl+F6	Ctrl+F6

## Messaging

To do this	In the Desktop App	In the Web App,
Go to compose box	C	C
Expand compose box	Ctrl+Shift+X	Ctrl+Shift+X
Send (expanded compose box)	Ctrl+Enter	Ctrl+Enter
Attach file	Ctrl+O	Ctrl+Shift+O
Start new line	Shift+Enter	Shift+Enter
Reply to thread	R	R
Mark as important	Ctrl+Shift+I	Ctrl+Shift+I

## Meetings and calls

To do this	In the Desktop App	In the Web App
Accept video call	Ctrl+Shift+A	Ctrl+Shift+A
Accept audio call	Ctrl+Shift+S	Ctrl+Shift+S
Decline call	Ctrl+Shift+D	Ctrl+Shift+D
Start audio call	Ctrl+Shift+C	Ctrl+Shift+C
Start video call	Ctrl+Shift+U	Ctrl+Shift+U
Toggle mute	Ctrl+Shift+M	Ctrl+Shift+M
Toggle video	Ctrl+Shift+O	No shortcut
Filter current list	Ctrl+Shift+F	Ctrl+Shift+F
Go to sharing toolbar	Ctrl+Shift+Space	Ctrl+Shift+Space

## 1.2 On macOS

### General

To do this	Mac	Web
Show keyboard shortcuts	Command+Period (.)	Command+Period (.)
Go to <b>Search</b>	Command+E	Command+E
Show commands	Command+Slash (/)	Command+Slash (/)
Goto	Command+G	Command+Shift+G
Start new chat	Command+N	Option+N
Open <b>Settings</b>	Command+Comma (,)	Command+Shift+Comma (,)
Open <b>Help</b>	F1	Command+F1
Close	Esc	Esc
Zoom in	Command+Equals sign (=)	No shortcut
Zoom out	Command+Minus sign (-)	No shortcut
Return to default zoom	Command+0	No shortcut

## Navigation

If you're using the default app bar configuration in Microsoft Teams for Mac, use the commands in the table below. If you've changed the order of your apps, the command depends on the app's sequential order on the app bar. For example, if you've moved Calendar to the top of the app bar, press Command+1 to open it, not Command+4.

To do this	Mac	Web
Open <b>Activity</b>	Command+1	Command+Shift+1
Open <b>Chat</b>	Command+2	Command+Shift+2
Open <b>Teams</b>	Command+3	Command+Shift+3
Open <b>Calendar</b>	Command+4	Command+Shift+4
Open <b>Calls</b>	Command+5	Command+Shift+5
Open <b>Files</b>	Command+6	Command+Shift+6
Go to previous list item	Left Option+Up arrow key	Left Option+Up arrow key
Go to next list item	Left Option+Down arrow key	Left Option+Down arrow key
Move selected team up	Command+Shift+Up arrow key	No shortcut
Move selected team down	Command+Shift+Down arrow key	No shortcut
Go to the previous section	Command+Shift+F6	Command+Shift+F6
Go to the next section	Command+F6	Command+F6

## Messaging

To do this	Mac	Web
Go to compose box	C	C
Expand compose box	Command+Shift+X	Command+Shift+X
Send (expanded compose box)	Command+Enter	Command+Enter
Attach a file	Command+O	Command+Shift+O
Start a new line	Shift+Enter	Shift+Enter
Reply to thread	R	R

## Meetings and calls

To do this	Mac	Web
Accept video call	Command+Shift+A	Command+Shift+A
Accept audio call	Command+Shift+S	Command+Shift+S
Decline call	Command+Shift+D	Command+Shift+D
Start audio call	Command+Shift+C	Command+Shift+C
Start video call	Command+Shift+U	Command+Shift+U
Toggle mute	Command+Shift+M	Command+Shift+M
Toggle video	Command+Shift+O	No shortcut
Toggle fullscreen	Command+Shift+F	Command+Shift+F
Go to sharing toolbar	Command+Shift+Space	Command+Shift+Space

## 2. Zoom in and out of Teams

Use your keyboard or mouse to make the Teams interface bigger or smaller.

Action	Windows	Mac
Zoom in	Ctrl+= <i>or</i> Ctrl+(rotate mouse wheel up)	Command+= <i>or</i> Command+(rotate mouse wheel up)
Zoom out	Ctrl+-- <i>or</i> Ctrl+(rotate mouse wheel down)	Command+- <i>or</i> Command+(rotate mouse wheel down)
Reset zoom	Ctrl+0	Command+0

## 3. Turn on high contrast mode

Click your profile picture at the top of the app, then select **Settings > General**. In the **Theme** section, click **High contrast**. You can also select the **Dark** or **Default** theme.

## 4. Use color filters in Windows 10

If it's hard to see what's on the screen, apply a color filter. Color filters change the color palette on the screen and can help you distinguish between things that differ only by color.

### 4.1 On Windows 10

To use a color filter:

1. Select **Start > Settings > Ease of Access > Color filters**.
2. Switch on the toggle under **Turn on color filters**.
3. Then, select a color filter from the menu. Try each filter to see which one suits you best.

**Note:** To get to color filter settings in prior versions of Windows 10, select **Start > Settings > Ease of Access > Color & high contrast**.

### 4.2 On macOS

To use a color filter:

1. On your Mac, choose **Apple menu > System Preferences**, click **Accessibility**, click **Display**, then click **Color Filters**.
2. Select **Enable Color Filters**.
3. Click the **Filter type** pop-up menu, then choose a filter. Color Tint applies a tint to the entire screen.

**Note:** For most filters, you can adjust the intensity; as you do, the colored pencils reflect the change to help you determine the setting that's right for you. If you choose Color Tint, click the color box to choose the color of the tint.

## 5. Other resources

- [Disability Answer Desk](#)
- [Accessibility learning webinars](#)
- [Microsoft accessibility](#)
- [Windows accessibility](#)
- [Office accessibility center](#)
- [Microsoft Teams accessibility](#)

## References

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