

Cisco Webex Teams

Keyboard Shortcuts for Cisco Webex Teams

When working in Webex Teams, you can use keyboard shortcuts to save time and reduce the number of mouse clicks.

Windows

Some keyboard shortcuts work in a specific context. For example, CTRL + M toggles Markdown when you're writing a message. Shift + CTRL + S shows media statistics; when you're in a Webex Teams call, Shift + CTRL + S shows statistics for that call.

Windows Keyboard Shortcuts

Action	Keyboard Shortcut
Show Message	CTRL + 1
Show Teams	CTRL + 2
Show Call	CTRL + 3
Show Meetings	CTRL + 4
Find	CTRL + F
Find in a Space	CTRL + Alt + F
Add New Line in Message	SHIFT + Enter
Toggle Markdown On or Off	CTRL + M
Quit the Webex Teams App	CTRL + Q

Previewing Shared Content

Action	Keyboard Shortcut
Close Preview	Esc
Previous Page	Up Arrow or Page Up
Next Page	Down Arrow or Page Down

Formatting Text

Action	Keyboard Shortcut
Toggle Bold	CTRL + B
Toggle Italic	CTRL + I
Toggle Underline	CTRL + U
Toggle Bulleted List	SHIFT + Alt + U
Toggle Numbered List	SHIFT + Alt + O
Toggle Heading Size 1	SHIFT + Alt + 1
Toggle Heading Size 2	SHIFT + Alt + 2
Toggle Heading Size 3	SHIFT + Alt + 3
Undo	CTRL + Z
Redo	CTRL + Y

Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Paste Text as a Code Snippet	CTRL + SHIFT + V

During a Call

Action	Keyboard Shortcut
Show Call Statistics	SHIFT + CTRL + S
Opens the Dialpad	CTRL + SHIFT + K
Toggle Audio Mute	CTRL + SHIFT + Down Key
Popout/Popin of Call	CTRL + Alt + P
Share Screen	CTRL + Shift + D
Toggle Video Mute	CTRL + SHIFT + V
Add Guest Shortcut	CTRL + SHIFT + G
End Call	CTRL + K