Zoom Windows meeting shortcuts

START HERE

- Alt + A — Mute / unmute
- Alt + U — Show / hide participants
- Alt + V — Start / stop video
- Alt + Y — Raise / lower hand
- Alt + S — Share screen
- Alt + R — Record locally
- Alt + H — Show / hide chat
- Alt + Q — End or leave meeting

CONCEPTS

Most in-meeting shortcuts only work while the Zoom meeting window has focus. Shortcuts can be made global in Settings > Keyboard Shortcuts, but only the ones Zoom marks as eligible.

Shown are Windows keys. On macOS most Alt+letter shortcuts become Cmd+Shift+letter (Cmd+Shift+A mute, Cmd+Shift+V video); Alt+Y becomes Option+Y. A few exist on one platform only.

- **Join** mic and camera check
- **Share** window or screen
- **Collaborate** chat, hands, reactions
- **Wrap up** record, leave

Typical call

AUDIO AND VIDEO

Alt + A
Mute / unmute your mic

Alt + V
Start / stop your video

Alt + N Switch camera

Alt + M Mute all except host
Host only.

Alt + Y Raise / lower hand

Ctrl + Shift + Y
Open the Reactions panel

Alt + Shift + 5
Send thumbs up

Alt + Shift + 4
Send clapping hands

Alt + Shift + 6 Send heart

Alt + Shift + 7 Send joy

Alt + Shift + 8
Send open mouth

Alt + Shift + 9 Send tada

SCREEN SHARING

Alt + S
Share screen / stop sharing

Alt + Shift + S
Show / hide shareable windows

Alt + T Pause / resume share

Alt + Shift + R
Begin remote control

Alt + Shift + G
Revoke remote control

MEETING WINDOW

Alt + H Show / hide chat

Alt + U
Show / hide participants

Alt + F Enter / exit full screen

Alt + F1 Speaker view

Alt + F2 Gallery view

PageUp / PageDown
Previous / next gallery page

Alt + Q
Prompt to end or leave meeting

Alt + I Open invite window

Alt + Shift + I Copy invite link

Ctrl + Alt + Shift
Focus the meeting controls
Then Tab through the toolbar; some Windows shortcuts only work with the toolbar focused.

Ctrl + Alt + Shift + H
Show / hide floating meeting controls

Alt
Toggle always show meeting controls

Ctrl + 2
Read active speaker name

Alt + L
Switch portrait / landscape view

RECORDING

Alt + R
Start / stop local recording

RECORDING (cont.)

Alt + C
Start / stop cloud recording

Alt + P
Pause / resume recording

IN-MEETING CHAT

Alt + Shift + E
Focus the chat input

Ctrl + Shift + U
Focus last received message

Ctrl + Shift + N
Jump to start of unread messages

Ctrl + Plus / Ctrl + Minus
Increase / decrease chat text size

Ctrl + Shift + O
Open the AI chat panel
Available when AI Companion is enabled for your account.

CHAT AND CHANNELS

Ctrl + N Start a new chat

Ctrl + F
Search in chat or channel

Ctrl + L
Focus list of chats and channels

Ctrl + Up / Ctrl + Down
Previous / next chat

Alt + Left / Alt + Right
Back / forward in chat history

Ctrl + K Insert hyperlink

Alt + Shift + T
Take a screenshot

Ctrl + Alt + I
Add member to group chat or channel

Ctrl + W
Hide current chat session

APP NAVIGATION

Ctrl + Tab Next product tab

Ctrl + Shift + Tab
Previous product tab

APP NAVIGATION (cont.)

Ctrl + 1-8
Switch to product tab by position

Ctrl + 9
Switch to last product tab

Ctrl + Shift + J
Open the Calendar panel

F6
Cycle through Zoom popup windows

Alt + F4
Close the current window

Ctrl + Alt + Shift + D
Start network diagnostic

PHONE

Ctrl + Shift + A
Accept inbound call

Ctrl + Shift + D
Decline inbound call

Ctrl + Shift + E
End current call

Ctrl + Shift + M
Mute / unmute call

Ctrl + Shift + H
Hold / unhold call

Ctrl + Shift + T Transfer call

Ctrl + P
Call highlighted number

RECIPES

Join muted and quiet

```
# before joining
Alt+A     # mute once in
Alt+V     # camera off
# listening only
Alt+A     # unmute again to
speak
```

Present a window

```
Alt+S          # open the share
picker
Alt+T          # pause while you
switch
Alt+T          # resume
Alt+S          # stop sharing
```

Record and invite

```
Alt+I          # invite window
Alt+Shift+I     # copy the link
Alt+C           # cloud record
```