Zoom Windows meeting shortcuts

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.

AUDIO AND VIDEO

Alt + A
Mute / unmute your mic

Alt + V
Start / stop your video

Alt + M
Mute all except host

Alt + Y
Raise / lower hand

Alt + Shift + 5
Send thumbs up

SCREEN SHARING

Alt + S
Share screen / stop sharing

Alt + T
Pause / resume share

MEETING WINDOW

Alt + H
Show / hide chat

Alt + U
Show / hide participants

Alt + F
Enter / exit full screen

MEETING WINDOW (cont.)

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

RECORDING

Alt + R
Start / stop local recording

Alt + C
Start / stop cloud recording

Alt + P
Pause / resume recording

IN-MEETING CHAT

Alt + Shift + E
Focus the chat input

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

Ctrl + K
Insert hyperlink