

ZOOM APP FOR WINDOWS: KEYBOARD SHORTCUTS as of March 2020

| Description | Shortcut |
|--|----------------|
| Navigate Among Zoom Popup Windows | F6 |
| Change Focus to Zoom Meeting Controls (On Top when Sharing Screen) | Ctrl+Alt+Shift |
| View the Previous Page of Video Participants in Gallery View | Page Up |
| View the Next Page of Video Participants in Gallery View | Page Down |
| Always Show Meeting Controls | Alt |
| Switch to Speaker View | Alt+F1 |
| Switch to Gallery View | Alt+F2 |
| Close Current Window | Alt+F4 |
| Start/Stop Video | Alt+V |
| Mute/Unmute My Audio | Alt+A |
| Mute/Unmute Audio for Everyone Except Host (Host Only) | Alt+M |
| Start/Stop Screen Sharing | Alt+S |
| Show/Hide Windows and Applications Available to Share | Alt+Shift+S |
| Pause/Resume Screen Sharing | Alt+T |
| Start/Stop Local Recording | Alt+R |
| Start/Stop Cloud Recording | Alt+C |
| Pause/Resume Recording | Alt+P |
| Switch Camera | Alt+N |

| Description | Shortcut |
|--|------------------|
| Enter/Exit Full Screen Mode | Alt+F |
| Show/Hide In-meeting Chat Panel | Alt+H |
| Show/Hide Participants Panel | Alt+U |
| Open the invite window | Alt+I |
| Raise/Lower Hand | Alt+Y |
| End Meeting | Alt+Q |
| Begin Remote Control | Alt+Shift+R |
| Revoke/Give up Remote Control Permission | Alt+Shift+G |
| Read active speaker name | Ctrl+2 |
| Show/Hide Floating Meeting Controls | Ctrl+Alt+Shift+H |
| Increase chat display size | Ctrl++ |
| Decrease chat display size | Ctrl+- |
| Screenshot | Alt+Shift+T |
| Switch to Portrait/Landscape View | Alt+L |
| Close current chat session | Ctrl+W |
| Go to Previous Chat | Ctrl+Up |
| Go to Next Chat | Ctrl+Down |
| Jump to Chat with Someone | Ctrl+T |
| Search | Ctrl+F |

FOR ALL MEETING PARTICIPANTS:

You can display and later hide the Zoom Chat panel by **holding down ALT and tapping H**.

You can increase the Zoom Chat panel font size by holding down **CTRL and tapping +**.

To make the Zoom task bar and its various icons stay visible on the bottom of the screen, **tap the ALT key**. Tap ALT again to remove the Zoom task bar.

There are several ways to Unmute and Mute your microphone through your Zoom App. One toggle switch is to **hold down ALT and tap A**. You can also use the space bar; you can speak so long as the space bar is held down.

To request the floor, you can Raise Hand, and later Lower Hand, by **holding down ALT and tapping Y**.

FOR PRESENTERS:

You can Pause and later Resume Screen Sharing by **holding down ALT and tapping T**.