

Log in to your Zoom desktop client.

Click your profile picture then click Settings.

Settings Option Under Profile Picture

Click Keyboard Shortcuts.

The keyboard shortcuts will appear.

### Editing Shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

### Available Keyboard Shortcuts

F6: Navigate among Zoom popup windows.

Ctrl+Alt+Shift: Move focus to Zoom's meeting controls

PageUp: View previous 25 video stream in gallery view

PageDown: View next 25 video stream in gallery view

Alt: Turn on/off the option Always show meeting control toolbar in Accessibility Settings

Alt+F1: Switch to active speaker view in video meeting

Alt+F2: Switch to gallery video view in video meeting

Alt+F4: Close the current window

Alt+V: Start/Stop Video

Alt+A: Mute/unmute audio

Alt+M: Mute/unmute audio for everyone except host Note: For the meeting host only

Alt+S: Launch share screen window and stop screen share Note: Will only work when meeting control toolbar has focus

Alt+Shift+S: Start/stop new screen share Note: Will only work when meeting control toolbar has focus

Alt+T: Pause or resume screen share Note: Will only work when meeting control toolbar has focus

Alt+R: Start/stop local recording

Alt+C: Start/stop cloud recording

Alt+P: Pause or resume recording

Alt+N: Switch camera

Alt+F: Enter or exit full screen

Alt+H: Display/hide In-Meeting Chat panel

Alt+U: Display/hide Participants panel

Alt+I: Open Invite window

Alt+Y: Raise/lower hand

Alt+Shift+R: Gain Remote Control

Alt+Shift+G: Stop Remote Control

Ctrl+2: Read active speaker name

Ctrl+Alt+Shift+H: Show/Hide floating meeting controls

Alt+Shift+T: Screenshot

Switch to Portrait/Landscape View: Alt+L

Ctrl+W: Close current chat session

Ctrl+Up: Go to previous chat

Ctrl+Down: Go to next chat

Ctrl+T: Jump to chat with someone

Ctrl+F: Search

Ctrl+Tab: Move to the next tab (right)

Ctrl+Shift+Tab: Move to the previous tab (left)