# [ZOOM](https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-for-Zoom) Key board shortcuts for Accessibility

You can view and edit keyboard shortcuts in your Zoom Accessibility settings.

1. Log in to your Zoom desktop client.
2. Click your profile picture then click **Settings**.

3. Click **Keyboard Shortcuts**.

4. 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.

## PC Computers

* **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)

## MAC Keyboard shortcuts

* **Command(⌘)+J**: Join Meeting
* **Command(⌘)+Control+V**: Start Meeting
* **Command(⌘)+J**: Schedule Meeting
* **Command(⌘)+Control+S**: Screen Share via Direct Share
* **Command(⌘)+Shift+A**: Mute/unmute audio
* **Command(⌘)+Control+M**: Mute audio for everyone except the host (only available to the host)
* **Command(⌘)+Control+U**: Unmute audio for everyone except host (only available to the host)
* **Space:** Push to talk
* **Command(⌘)+Shift+V**: Start/stop video
* **Command(⌘)+Shift+N**: Switch camera
* **Command(⌘)+Shift+S**: Start/stop screen share
* **Command(⌘)+Shift+T:**Pause or resume screen share
* **Command(⌘)+Shift+R**: Start local recording
* **Command(⌘)+Shift+C**: Start cloud recording
* **Command(⌘)+Shift+P:**Pause or resume recording
* **Command(⌘)+Shift+W**: Switch to active speaker view or gallery view, depending on current view
* **Control+P**: View previous 25 participants in gallery view
* **Control+N**: View next 25 participants in gallery view
* **Command(⌘)+U**: Display/hide Participants panel
* **Command(⌘)+Shift+H**: Show/hide In-Meeting Chat Panel
* **Command(⌘)+I**: Open invite window
* **Option+Y**: Raise hand/lower hand
* **Ctrl+Shift+R**: Gain remote control
* **Ctrl+Shift+G**: Stop remote control
* **Command(⌘)+Shift+F**: Enter or exit full screen
* **Command(⌘)+Shift+M**: Switch to minimal window
* **Ctrl+Option+Command+H**: Show/hide meeting controls
* **Ctrl+Shift+R**: Gain remote control
* **Ctrl+Shift+G**: Stop remote control
* **Ctrl+\**: Toggle the "Always Show meeting controls" options in Settings/Accessibility
* **Command(⌘)+W**: Prompt to End or Leave Meeting

### Chat Shortcuts

* **Command(⌘)+K**: Jump to chat with someone
* **Command(⌘)+T**: Screenshot

### General Shortcuts

* **Command(⌘)+W:**Close the current window
* **Command(⌘)+L:**Switch to Portrait or Landscape View, depending on current view
* **Ctrl+T**: Switch from one tab to the next

## iOS

If you are using an iPad with a keyboard, the following shortcuts are available in a Zoom meeting:

* **Command + Shift + A**: Mute/Unmute my audio
* **Command + Shift + V**: Start/Stop my video
* **Command + Shift + H**: Display/Hide Chat
* **Command + Shift + M**: Minimize meeting
* **Command + U**: Display/Hide manage participants
* **Command + W**: Close the front window, such as the participants or meeting settings window