

Speed up your workflow with Teams keyboard shortcuts ^[1]

June 2, 2025 by [ES and UIS Communications](#) ^[2]

Looking for a quicker way to navigate Microsoft Teams? Slash commands (typed with a / in the search bar or a chat thread) offer powerful shortcuts to help you use Teams faster — no clicks required.

Slash commands, for example, are particularly useful for meetings. When you are about to jump into a meeting and need to quickly set your status to *Do Not Disturb*, type **/dnd** in the top search bar, and your status will instantly change. After that, just type **/call** to begin a call with another Teams user — no digging through menus or tabs needed.

TIP: Start typing in the top search bar quickly with the **CTRL + E** keyboard shortcut. It will move your cursor immediately to the search bar.

There are different slash commands for the top search bar and chat threads. The search bar is primarily used for status commands and starting new chats or calls, including:

- **/call [Name]** - Start a call instantly with another Teams user.
- **/chat [Name]** - Send a quick message to another Teams user.
- **/goto** - Go right to a chat or channel.
- **/dnd** - Set your status to Do Not Disturb.
- **/away** - Set your status to away.
- **/busy** - Set your status to busy.
- **/available** - Set your status to available.
- **/brb** - Set your status to be right back.
- **/offline** - Set your status to appear offline.

In chat threads, there are a few different commands available alongside the status change commands, such as:

- **/window** - Open chat in a new window.
- **/settings** - Open settings.
- **/record** - Record a video clip within Teams.
- **/loop** - Add a Loop paragraph.
- **/shortcuts** - Open keyboard shortcuts menu.
- **/code** - Add a code block.
- **/reset** - Reset your presence status.

Just type a backslash (/) in the search or chat bars to see the full list of commands.

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