Microsoft Teams: Assistive Technology Interoperability & Accessibility Features

# Integrated Accessibility Features: Keyboard Navigation

Keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse.

Teams provides specific shortcuts for a variety of scenarios including:

* [General Shortcuts](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2#bkmk_global)
* [Navigational Shortcuts](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2#bmkm_navigation)
* [Messaging Shortcuts](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2#bkmk_messaging)
* [Meeting and Call Shortcuts](https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2#bkmk_calling)

| Action | Desktop Shortcut | Web Shortcut |
| --- | --- | --- |
| Show keyboard Shortcuts | CTRL + Period (.) | Ctrl + Period (.) |
| Go to Search | CTRL + E | CTRL + E |
| Start a new chat | CTRL + N | Left ALT + N |
| Open Settings | CTRL + Comma (,) | CTRL + Comma (,) |
| Open Help | F1 | CTRL + F1 |
| Open Chat | CTRL + 2 | CTRL+ SHIFT + 2 |
| Open Calls | CTRL + 5 | CTRL + SHIFT + 5 |
| Go to compose box | ALT + SHIFT + C | ALT + SHIFT + C |
| Accept audio call | CTRL + SHIFT + S | CTRL + SHIFT + S |
| Decline call | CTRL + SHIFT + D | CTRL + SHIFT + D |

# Assistive Technology Interoperability: Job Access with Speech (JAWS)

Freedom Scientific and Microsoft have developed training about how to use Screen Readers in Microsoft Teams.

## Freedom Scientific Training

* [Chatting in Microsoft Teams](https://www.youtube.com/watch?v=ur6o1ES_7eY&ab_channel=FreedomScientificTraining) (Video)
* [Microsoft Teams and JAWS, Beyond the Basics](https://www.youtube.com/watch?v=DRNFP_cxkYE&ab_channel=FreedomScientificTraining) (Video)
* [An Introduction to Microsoft Teams and JAWS](https://www.freedomscientific.com/webinars/microsoft-teams-and-jaws/) (Videos & Guides)
* [Microsoft Teams JAWS Training Playlist](https://www.youtube.com/watch?v=cgzBpl_yX7o&list=PLk-npwu4WEBSyDHAHj1EQsC-D27xm-NWQ&ab_channel=FreedomScientificTraining) (Video)

## Microsoft Training

* [Using Microsoft Teams with a Screen Reader: Frequently Asked Questions](https://support.microsoft.com/en-us/office/using-microsoft-teams-with-a-screen-reader-frequently-asked-questions-41b373b9-975a-438d-bb0d-105048752739) (Article)
* [Use a screen reader to explore and navigate Microsoft Teams](https://support.microsoft.com/en-us/office/use-a-screen-reader-to-explore-and-navigate-microsoft-teams-47614fb0-a583-49f6-84da-6872223e74a0) (Article)
* [Basic tasks using a screen reader with Microsoft Teams](https://support.microsoft.com/en-us/office/basic-tasks-using-a-screen-reader-with-microsoft-teams-538a8741-f21b-4b04-b575-9df70ed4105d) (Article)
* [Use a screen reader to work with files in Microsoft Teams](https://support.microsoft.com/en-us/office/use-a-screen-reader-to-work-with-files-in-microsoft-teams-d07f6711-c938-40ef-8201-cc98e0106f3f) (Article)

## Commands for performing common tasks in Teams

CLTR + R to access Search field:



| Command | What it does |
| --- | --- |
| /activity | See someone's activity. |
| /available /away /busy | Set your status. |
| /call | Call a phone number or Teams contact. |
| /dnd  | Set your status to do not disturb. |
| /files | See your recent files. |
| /goto | Go right to a team or channel. |
| /help | Get help with Teams. |
| /join | Join a team. |
| /keys | See keyboard shortcuts. |
| /mentions | See all your @mentions. |
| /org | See someone's org chart. |
| /saved | See your saved messages. |
| /testcall | Check your call quality. |
| /unread | See all your unread activity. |
| /whatsnew  | See what's new in Teams. |