

Windows Shortcuts for Lync

Shortcut key	Description
Windows Key + Q	Brings Lync main window to foreground
Windows Key + A	Accept an incoming toast invitation
Windows Key + X	Declines toast invitation and change your status to 'Do not disturb'
Windows Key + Esc	Decline toast invitation
Ctrl + Shift + Space	Sets focus on the application sharing toolbar
Ctrl + Alt + Space	Take back control when sharing your screen
Ctrl + Shift + S	Stop sharing your screen

Below are the shortcut keys that can be used on the main window when it is in foreground.

Main Window Shortcuts

Shortcut key	Description
Ctrl + 1	Go to the contact list tab
Ctrl + 2	Go to the activity feeds tab
Ctrl + 3	Go to the conversation list tab
Ctrl + 4	Go to the phone tab
Alt + A	View all conversations when in conversation list tab
Alt + D	View missed conversations when in conversation list tab
Alt + C	View missed calls when in conversation list tab

Below are the shortcut keys that can be used on a conversation window when it is in foreground.

Conversation Window Shortcuts

Shortcut key	Description
Ctrl + W	Show/Hide IM area
Ctrl + R	Show/Hide participant list
Ctrl + Shift + Y	Show/Hide left region when sharing stage is visible
Alt + I	Invite a contact to an existing conversation
Ctrl + F	Send a file
Alt + P	Open a file received
Alt + C, Alt + D	Accept or decline an invitation to share, audio or video modalities
Ctrl + Shift + Enter	Start or end phone call
Ctrl + Shift + H	Hold/Resume an ongoing audio conversation
Ctrl + M	Pause/Resume video (only if already in progress)
Alt + R	Rejoin audio in a conference
Escape	Exits fullscreen view if present. Else, will close the conversation window only if it has no audio, video or sharing.
Ctrl + Shift + <, Ctrl + Shift + >	Increase/Decrease selected text font size in IM input
Ctrl +], Ctrl + [Zoom in/Zoom out the text in IM input and history