

KEYBOARD SHORTCUTS FOR LYNC 2010

<http://office.microsoft.com/en-us/communicator-help/keyboard-shortcuts-for-lync-2010-HA101832602.aspx?CTT=1>

The keyboard shortcuts described in this article are organized by the feature areas of the Lync user interface (UI). Keys (for example Delete or Esc), work in the context of the environment. For example, you must be in the contact card for the Esc key to close a contact card, or in the video screen for it to close the video or exit full screen video.

Note: Alt+C and Alt+D can be used to accept or decline any of the invite notifications. These include audio, video, call, and sharing requests.

General (any window)

Use the following keyboard shortcuts no matter which window has focus.

Press this key or key combination	To do this
Windows logo key+Q	Open main user interface when Lync 2010 is minimized.
Windows logo key+A	Accept an incoming invitation notification.
Windows logo key+X	Decline an invitation notification and change status to Do Not Disturb.
Windows logo key+Esc	Decline an invitation notification.
Ctrl+Shift+Spacebar	Puts focus on the application sharing toolbar.
Ctrl+Alt+Spacebar	Take back control when sharing your screen.
Ctrl+Shift+S	Stop sharing your screen.

Lync main window

Use the following keyboard shortcuts when the Lync main window is in the foreground.

Press this key or key combination	To do this
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 the Conversation list tab.
Alt+D	View missed conversations when in Conversation list tab.
Alt+C	View missed calls when in Conversation list tab.
Ctrl+1 or Ctrl+Shift+1	As a delegate, transfer a call to another person's work number.

Contacts list

Use the following keyboard shortcuts while in the Contacts list.

Press this key or key combination	To do this
Delete	Delete the selected custom group or contact.
Alt+Spacebar	Open the System menu.
Alt+F4	Close Lync.
Alt+Up Arrow	Move the selected group up.
Alt+Down Arrow	Move the selected group down.
Alt+Enter	On the shortcuts menu: Open the selected contact or group contacts card.
Ctrl+C	On shortcuts menu: Copy.
Ctrl+V	On shortcuts menu: Paste
Ctrl+Tab	Move through the tabs at the bottom of the contact card.
Ctrl+Shift+Tab	Move through the contact-card tabs in reverse order.
Ctrl+Left Arrow	Collapse the selected group.
Ctrl+Right Arrow	Expand the selected group.
Ctrl+Enter	Call the selected contact.
Shift+Delete	Remove the selected contact from the Contacts list (non-distribution-group members only).
Shift+Tab	Move through the user interface (UI) in reverse order.
Shift+Enter, Ctrl+Enter	Add carriage returns.
Shift+Up Arrow	Select the next contact up. Cannot multi-select contacts that aren't adjacent to each other by using the keyboard.
Shift+Down Arrow	Select the next contact down.

Contact card

Use these keyboard shortcuts while in a contact card. Use Alt+Enter to open a contact card.

Press this key or key combination	To do this
Esc	Close the contact card.
Ctrl+Enter	Call the default number.
Right Arrow	Move across the IM, Call, Video, and Share icons, when the contact card is minimized.
Left Arrow	Move back across the IM, Call, Video, and Share icons, when the contact card is minimized.

Conversation window

Use the following keyboard shortcuts while in the Conversation window.

Press this key or key combination	To do this
F1	Open the Help home page (on the Help menu).
Esc	Exits full screen view if present. Otherwise, the Conversation window closes only if there is no audio, video, or sharing occurring.
Alt+I	Invite a contact to an existing conversation.
Alt+F4	Close the Conversation window.
Alt+D	Decline a file that has been sent.
Alt+P	Open a file that has been received.
Alt+R	Rejoin audio in a meeting.
Alt+S	Open the Save As dialog box for a file that has been sent in the Conversation window.
Ctrl+S	Save the contents of IM history. Works for person-to-person conversations.
Ctrl+M	Pause or resume video (only if already in progress).
Ctrl+J	On the Actions menu: Change the conversation subject. Opens the Set conversation options dialog box.
Ctrl+W	Show or hide the instant message area.
Ctrl+F	Send a file.
Ctrl+N	Take notes by using Microsoft OneNote note-taking program. Launches OneNote.
Ctrl+R	Show or hide the participant list.
Ctrl+Shift+Enter	Start or end a phone call.
Ctrl+Shift+H	Hold or resume an ongoing audio conversation.
Ctrl+Shift+I	Mark a conversation as having high importance. Works for person-to-person conversations, but is not available for meetings.
Ctrl+Shift+Y	Show or hide the left area when the sharing stage is visible.

Call controls (in the Conversation window)

Use the following keyboard shortcuts in the call controls.

Press this key or key combination	To do this
Alt+Q	End a call.
Ctrl+Shift+T	Transfer: Open the contact picker.
Ctrl+Shift+H	Put a call on hold.
Ctrl+Shift+D	Display the dial pad.

Video (Conversation window)

Use these keyboard shortcuts when you are working with video in the Conversation window.

Press this key or key combination	To do this
F5	View video in full screen. Note that if the stage area is visible in the Conversation window, F5 will not take video full screen.
Esc	Exit full-screen video.
Ctrl+M	Start or pause video.
Ctrl+D	Add video or end video during a conversation.

IM (Conversation window)

Use the following keyboard shortcuts when you are in an instant message with someone.

Press this key or key combination	To do this
F1	Open Help.
F12	Save the IM conversation.
Shift+Insert or Shift+V	Paste.
Ctrl+G	Open a link.
Ctrl+A	Select all content.
Ctrl+B	Make the selected text bold.
Ctrl+C	Copy the selected text.
Ctrl+X	Cut the selected text.
Ctrl+I	Italicize the selected text.
Ctrl+T	Strikethrough the selected text.
Ctrl+U	Underline the selected text.
Ctrl+Y	Redo the last action.
Ctrl+Z	Undo the last action.
Ctrl+]	Increase selected font by one size.
Ctrl+[Decrease selected font by one size.
Ctrl+Shift+F	Change the color of the font. (Only changes color for what you type, not for what the other person types.)
Ctrl+Shift+B	Search for the item that was used to start the conversation.
Ctrl+Shift+<,+Shift+>	Increase/decrease the font size of selected text in instant message text.