

MASTERING ZOOM EFFICIENCY

Essential Shortcuts for Navigating Zoom v. 6.2

Zoom 6.2 Keyboard Shortcuts

Utilizing keyboard shortcuts in Zoom can greatly enhance your productivity and streamline your navigation within the platform. Below is a comprehensive list of Zoom version 6.2 shortcuts for Windows, Mac, and general use.

General Shortcuts

- **Start/Stop Video**
 - Windows: Alt + V
 - Mac: Command (⌘) + Shift + V
- **Mute/Unmute Audio**
 - Windows: Alt + A
 - Mac: Command (⌘) + Shift + A
- **Start/Stop Screen Share**
 - Windows: Alt + S
 - Mac: Command (⌘) + Shift + S
- **Pause/Resume Screen Share**
 - Windows: Alt + T
 - Mac: Command (⌘) + Shift + T
- **Switch Camera**
 - Windows: Alt + N
 - Mac: Command (⌘) + Shift + N
- **Raise/Lower Hand**
 - Windows: Alt + Y
 - Mac: Option + Y
- **Toggle Full Screen**
 - Windows: Alt + F
 - Mac: Command (⌘) + Shift + F

Meeting Controls

- **Invite**
 - Windows: Alt + I
 - Mac: Command (⌘) + I
- **Mute/Unmute Everyone Except Host**
 - Windows: Alt + M
 - Mac: Command (⌘) + Control + M
- **Enter/Exit Full Screen**
 - Windows: F11
 - Mac: Control + Command (⌘) + F

Chat and Participants

- **Open/Close Chat**
 - Windows: Alt + H
 - Mac: Command (⌘) + Shift + H
- **Open/Close Participants Panel**
 - Windows: Alt + U
 - Mac: Command (⌘) + U
- **Toggle Participants and Chat Panels**
 - Windows: Alt + U (Participants), Alt + H (Chat)
 - Mac: Command (⌘) + U (Participants), Command (⌘) + Shift + H (Chat)

Navigation

- **Switch to Speaker View/Active Speaker**
 - Windows: Alt + F1
 - Mac: Command (⌘) + Shift + W
- **Switch to Gallery View**
 - Windows: Alt + F2
 - Mac: Command (⌘) + Shift + W

Miscellaneous

- **Record**
 - Windows: Alt + R
 - Mac: Command (⌘) + Shift + R
- **Pause/Resume Recording**
 - Windows: Alt + P
 - Mac: Command (⌘) + Shift + P

- **Switch to Next Tab (in controls)**

- Windows: Ctrl + Tab
- Mac: Control + Tab

- **End Meeting for All**

- Windows: Alt + Q
- Mac: Command (⌘) + Q

These shortcuts can significantly enhance your efficiency and ease of use while navigating through Zoom meetings. Make sure to practice using them to become more proficient in your virtual meetings.

