

## Skype Shortcut Keys for Windows

### Default Hotkeys for Skype on Windows

#### Interface

View Hotkeys	Ctrl+/,
Toggle Light/Dark Mode	Ctrl+Shift+T

#### Navigation

Open Settings	Ctrl+,
Open Notifications	Ctrl+I
Open Themes:	Ctrl+T
Open Recent Chats	Alt+1
Open Contacts	Alt+2
Open Conversation	Ctrl+P
Open Gallery	Ctrl+Shift+G
Open Dial Pad	Ctrl+D
Open Help	Ctrl+H
Open Feedback	Ctrl+O

#### Controls

Toggle Camera	Ctrl+Shift+K
Search Contacts, Messages and Bots	Ctrl+Shift+S
Next Conversation	Ctrl+Tab
Previous Conversation	Ctrl+Shift+Tab
Zoom In	Ctrl+Shift+Plus
Zoom Out	Ctrl
Restore Default Zoom	Ctrl+Zero
New Conversation	Ctrl+N
New Group Chat	Ctrl+G
Add People to Conversation	Ctrl+Shift+A
Send File	Ctrl+Shift+F
Mark As Unread	Ctrl+Shift+U
Take Snapshot	Ctrl+S
Resize Camera Preview	Ctrl+Shift+J
Refresh Skype ( Windows Desktop Only)	Ctrl+R
Close Windows	Ctrl+W

## Default Hotkeys for the Skype Web App on Windows

Edit Last Message	Up
Search Contacts, Messages and Bots	Ctrl+Shift+F
Refresh Skype	Ctrl+Shift+R
New Group Chat	Ctrl+Shift+G
Archive Conversation	Ctrl+Shift+E