Webex Keyboard Shortcuts

from the World Institute on Disability

Why are keyboard shortcuts an accessibility tool?

Keyboard shortcuts and navigational tools can be helpful for many people, but for people who may not use a mouse or visually interact with the platform, they are necessary for being able to fully access the meeting tools. This includes people with mobility and dexterity disabilities, people who are blind or low-vision, and more.

Keyboard shortcuts for Windows

Key combination	Action
Ctrl + Shift + Q	Show or hide the meeting controls
Alt + F4	Close any dialogue box
Ctrl + +	Zoom in while sharing
Ctrl + -	Zoom out while sharing
Ctrl + A	Copy text from the chat panel
Ctrl + Alt + A	Share an application
Ctrl + Alt + D	Share your screen
Ctrl + Alt + N	Share a whiteboard
Ctrl + Alt + O	Share a file or video
Ctrl + Alt + Shift	Show meeting controls while sharing
Ctrl + Alt + Shift + H	**Webex Meetings:** Hide meeting controls, panels, and notifications while sharing. **Webex Events:** Hide Webex Events window.
Ctrl + Alt + S	Allow all participants to share
Ctrl + K	Assign privileges to participants
Ctrl + M	Mute or unmute your audio
Ctrl + O	Browse to open and share a file
Ctrl + Shift + <	Rotate the page left while sharing a file
Ctrl + Shift + >	Rotate the page right while sharing a file

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Key combination	Action
Ctrl + Shift + W	Adjust the page size to fit the viewer while sharing
Ctrl + Shift + Y	Synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer
Ctrl + Tab	Switch between Panel View Switch between tabs in the following dialogue boxes: Invite and Remind, Preferences, Meeting Options, Participant Privileges
Ctrl + W	Close a shared file or whiteboard
Ctrl + Z	Undo last action
Ctrl + Y	Redo last action
Esc	Cancel an action, or close an active window, menu, panel, or notification in full-screen sharing mode
F1	Access Webex Meetings Help
F6	Switch between the content area and the panels area
PgDn	During file sharing, use to advance to the next slide
PgUp	During file sharing, use to return to the previous slide
Shift + F10	Work with the participant list Copy text from the Chat panel Use right+click menus in the following panels and elements: o Participants panel o Chat panel o Notes panel (Webex Meetings) o Q & A panel (Webex Events) o Closed Captions panel o File Transfer window o Shared whiteboard and file tabs

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Keyboard shortcuts for Mac

Key combination	Action
Command + ,	Open preferences
Command + 0	Adjust the page size to fit the viewer while sharing
Command + <	Zoom out while sharing
Command + >	Zoom in while sharing
Command + H	**Webex Meetings:** Hide meeting controls, panels, and notifications while sharing. **Webex Events:** Hide Webex Events window.
Command + K	Assign privileges to participants
Command + L	End the meeting or event
Command + N	Share a whiteboard
Command + O	Browse to open and share a file
Command + Option + O	Adjust the page size to the available width
Command + R	Lock the meeting or event
Command + Shift + L	Rotate the page left while sharing a file
Command + Shift + R	Rotate the page right while sharing a file
Command + Shift + N	Add page while sharing a file
Command + Shift + U	Mute all
Command + Z	Undo the last action
Command + Shift + Z	Redo the last action
Command + W	Close a shared file or whiteboard
Command + Y	Synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer

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Key combination	Action
Esc	Cancel an action, or close an active window, menu, panel, or notification in full-screen sharing mode
F6 or Shift + F6 (WBS33.8 and later)	Switch between the main video or sharing area and the panels, or move between the panels.
Option + Command + B	Share a web browser
Option + Command + K	Share your screen
Option + Command + P	Share a file or video
Tab or Shift + Tab (WBS33.8 and later)	Switch between the visible buttons in the following panels: • Participants panel • Chat panel • Notes panel (Webex Meetings) • Closed Captions panel • Multimedia Viewer panel • Q & A panel (Webex Events) • Polling panel

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