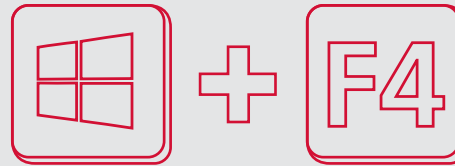
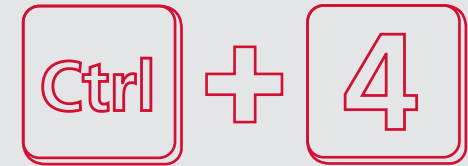


## The COMPAREX Shortcuts Cheat Sheet for Skype for Business

If you want to smoothly navigate yourself through your work day, shortcuts can help you to be a tad more quickly. When it comes to instant messaging, voice calls and video conferencing in Skype for Business Microsoft provides an extended list of shortcuts you can choose from. Here is the COMPAREX cheat sheet with our top ten recommendations.



Self-mute/unmute audio



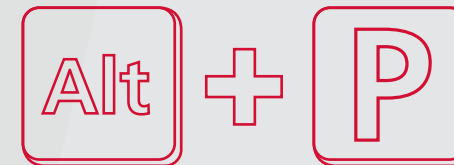
Move to the phone tab



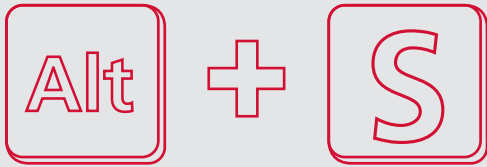
Take back control when sharing your screen



Stop sharing your screen



Open a file that's been received



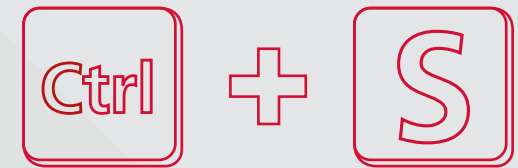
Open the „Save As“ dialog



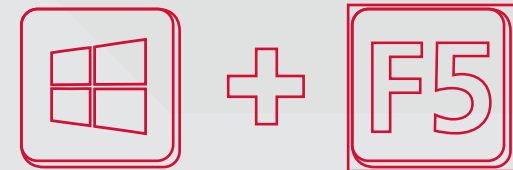
Add audio/end audio



Close the conversation window



Save the contents of IM history.  
Works for person-to-person  
conversations when  
using Outlook



Turn the Camera On/Off