



Go to **Tools > Options > Advanced setting > Hotkeys**  
 Check the "Enable Keyboard shortcuts" option. For each "Action" you want to enable" simply check the boxes in the "Active" section.

To set up a custom hotkey for the undefined "Actions" select the Action and click on the "Change selected shortcut" button.

## Call Related

<b>Alt-PgUp</b>	Answers a call
<b>Ctrl-Alt-PgUp</b>	Answers a call with video
<b>Alt-PgDn</b>	Reject/Hang up call

## Quickfilter

<b>F6</b>	Jump to Quickfilter
<b>Escape</b>	Clear Quickfilter

## Main Window:

<b>Ctrl+E</b>	Switch between Events History and Contact List
<b>Ctrl+U</b>	Show/Hide Offline Contacts
<b>Ctrl+W</b>	Hide Main Skype Window
<b>Ctrl+Q</b>	Quit Skype

## Chat Window:

<b>Ctrl+F</b>	Find/Search this Chat
<b>F3/Shift-F3</b>	Find Next/Previous Match (use after Ctrl+F)
<b>Ctrl+W</b>	Close/Hide Chat Window

## Chat commands

<b>/add skypeName</b>	add the specified Skype Name to this chat (example: "/add john")
<b>/help</b>	list available system commands
<b>/topic newtopic</b>	change chat topic to "newtopic"
<b>/me something</b>	others will see an action that you perform (example: "John smiles")
<b>/history</b>	show full history for the chat (you can then review and search it)
<b>/find text</b>	find messages containing "text" in the chat
<b>/fa or /</b>	repeat last search
<b>/alertsoff</b>	disable new message alerts for this chat. Useful if you don't want chat window to pop up or the taskbar entry to blink for this chat, but would still like to be "connected" to it.
<b>/alertson or /alertson text</b>	restore default behaviour, to be notified when new messages are posted. If you use "/alertson text", you are notified only when a message contains "text".
<b>/leave - leave the chat</b>	leave the chat (does the same as clicking the "Leave" button on toolbar.

## Skype Hidden Emoticons

Smiley	Name	Shortcut	Smiley	Name	Shortcut
	<b>Mooning</b>	<b>(mooning)</b>		<b>Headbang</b>	<b>(headbang)(banghead)</b>
	<b>Finger</b>	<b>(finger)</b>		<b>Bug</b>	<b>(bug)</b>
	<b>Bandit</b>	<b>(bandit)</b>		<b>Fubar</b>	<b>(fubar)</b>
	<b>Drunk</b>	<b>(drunk)</b>		<b>Poolparty</b>	<b>(poolparty)</b>
	<b>Smoking</b>	<b>(smoking)(smoke)(ci)</b>		<b>Swearing</b>	<b>(swear)</b>
	<b>Toivo</b>	<b>(toivo)</b>		<b>TMI</b>	<b>(tmi)</b>
	<b>Rock</b>	<b>(rock)</b>		<b>Heidy</b>	<b>(heidy)</b>