

Headset Mic Muting Cheatsheet

Zoom · Google Meet · Microsoft Teams · Slack — every shortcut, every platform

Zoom

Toggle mute: ⌘ + Shift + A (Mac) / Alt + A (Windows). Push-to-talk while muted: hold Space.
Unmute warning: Zoom shows 'Your microphone is muted' if you start speaking — turn it on under Settings → Audio.

Google Meet

Toggle mute: ⌘ + D (Mac) / Ctrl + D (Windows). No native push-to-talk in the web app — install the Google Meet PTT browser extension if you need it. Mic-on indicator stays in the bottom bar.

Microsoft Teams

Toggle mute: ⌘ + Shift + M (Mac) / Ctrl + Shift + M (Windows). Push-to-talk while muted: hold ⌘ + Shift + Space (Mac) or Ctrl + Spacebar (Windows). Teams shows a 'You're muted' bubble if it detects voice.

Slack Huddles + Calls

Toggle mute in a huddle: M (just press M while focused on Slack). In a 1:1 call: also M. Push-to-talk: hold Spacebar (huddles only). Slack also accepts Bluetooth headset hardware mute buttons on most major brands.

Hardware mute buttons

Most modern WFH headsets (Jabra Evolve2, Poly Voyager, Logitech Zone) have a physical mute switch on the boom. These usually mute via the OS-level audio device (CTC = Certified for Teams or HID = Human Interface Device protocol) so they work across Zoom, Meet, Teams, and Slack without remapping.

OS-level global mute (universal)

macOS: F-key with mic icon (M3+ keyboards) or set up a Shortcut to mute the system input. Windows 11: Win + Alt + K toggles the system mic globally — works in any conferencing app at once. The reliable backup when shortcuts collide.