

Desktop Shortcuts (Windows/Linux)

General Navigation

Ctrl + N	Start a new chat.
Ctrl + Shift + N	Start a new secret chat.
Ctrl + T	Start a new group.
Ctrl + K	Search chats and messages.
Ctrl + PageUp / PageDown	Navigate between chats.
Ctrl + W	Close current chat.
Ctrl + M	Minimize Telegram window.
Ctrl + ,	Open Settings.
Ctrl + Q	Quit Telegram.

Chat & Message Actions

Enter	Send message (default).
Shift + Enter	Add a new line (when Enter sends).
Ctrl + Enter	Send message (when Shift+Enter sends).
Up Arrow (in empty message box)	Edit your last message.
Ctrl + Backspace	Delete current message draft.
Ctrl + P	Pin message in current chat.
Ctrl + S	Open Saved Messages.
@username	Mention a user in a group.
@gif searchterm	Search and send a GIF (inline bot).

Chat Features & Formatting

Message Formatting (Markdown)

text	Bold text. Example: Hello
<u>__text__</u>	Underline text. Example: <u>World</u>
<i>*text*</i>	Italic text. Example: <i>Telegram</i>
~~text~~	Strikethrough text. Example: wrong
<code>`code`</code>	Inline code. Example: <code>print("hi")</code>
<code>```code block```</code>	Preformatted code block. Example: <pre>def greet(): print("Hey")</pre>
<code> spoiler </code>	Spoiler text (hidden until clicked). Example: secret message
<code>[Text](URL)</code>	Hyperlink. Example: Visit Telegram

Message Actions

Reply: Swipe a message right (mobile) or click the reply arrow/right-click (desktop).
Forward: Select messages and click the forward arrow. You can forward to multiple chats.
Pin Message: Click on a message and select 'Pin'. Useful for important announcements in groups/channels.
Edit Message: Double-tap/click the message and select 'Edit'. Only possible for your own messages, within a time limit.
Delete Message: Double-tap/click the message and select 'Delete'. You can delete for just yourself or for everyone in a private chat/small group.
React to Message: Double-tap a message (mobile, quick react) or hover/right-click (desktop) to choose an emoji reaction.
Schedule Messages: Long-press the send button (mobile) or right-click the send button (desktop) to schedule a message for later.
Silent Messages: Long-press the send button (mobile) or right-click the send button (desktop) and select 'Send without sound'. Useful for late-night messages.

Sending Media & Files

Photos/Videos: Use the paperclip icon. You can send as 'Compressed' (faster, smaller) or 'Uncompressed' (original quality). Add captions or send as albums.
Files: Use the paperclip icon and select 'File'. Telegram supports sending files up to 2GB.
Voice Messages: Tap/click the microphone icon. Hold to record, release to send. Swipe left to cancel or lock recording.
Video Messages (Circled): Tap the microphone icon once to switch to video message mode (camera icon). Hold to record, release to send.
Share Location: Use the paperclip icon and select 'Location'. You can share your static location or 'Live Location' for a set period.
Send Contact: Use the paperclip icon and select 'Contact'.
Polls: Use the paperclip icon and select 'Poll'. Create anonymous or visible polls with multiple answers.
GIFs & Stickers: Use the emoji icon next to the message bar to access GIF and Sticker tabs. Search or browse popular packs.
Music: Send audio files. Use <code>@soundcloud</code> or <code>@spotify</code> inline bots to share music links with previews.

Tips & Advanced Features

Group & Channel Management

Groups: <ul style="list-style-type: none">• Max members: 200,000 (Supergroups)• History: Visible by default in Supergroups• Admins: Granular permissions• Public/Private: Supergroups can be public with a t.me link	Channels: <ul style="list-style-type: none">• Max members: Unlimited• History: Always visible to new members• Admins: Post messages, edit, delete others' posts, add/remove members• Public/Private: Public channels have a t.me link, private ones use invite links
Converting to Supergroup: Groups automatically convert when they grow large.	Admin Rights: Edit admin permissions carefully. Admins can add new admins.
Restrict Users: Admins can restrict users (e.g., mute, ban) in groups.	Channel Signatures: Option for channel posts to show the admin's name (or channel name).
Linked Group: Link a group to a channel for discussions.	Reactions & Comments: Enable/disable reactions and link a discussion group for comments in channels.
Invite Links: Create primary or additional invite links, manage expiry dates and limits.	Slow Mode: In groups, limit how often members can send messages.
Topics: In large groups, enable Topics to organize discussions.	Scheduled Voice Chats/Video Chats: Plan calls in groups/channels.

Privacy & Security

Key Privacy Settings

Phone Number: Control who can see your number (Everybody, My Contacts, Nobody). You can be found by number even if it's hidden.
Last Seen & Online: Control who sees your online status. Add exceptions for specific users.
Profile Photo: Control who sees your profile picture. Add exceptions.
Forwarded Messages: Control whether a link back to your profile is added when your messages are forwarded.
Calls: Control who can call you. Use Peer-to-Peer (P2P) for better quality or Relay calls via Telegram server for privacy (hides IP).
Groups & Channels: Control who can add you to groups and channels.
Secret Chats: End-to-end encrypted chats with self-destruct timers. Device-specific (not in cloud).
Delete My Account: Set Telegram to automatically delete your account after a period of inactivity (e.g., 1 month, 3 months, 6 months, 1 year).

Using Bots & Inline Bots

Bots: Interactive accounts run by programs. Find them via search or links. Interact via chat commands (start with <code>/</code>). Examples: <code>@PollBot</code> , <code>@QuizBot</code> .
Inline Bots: Use directly in any chat by typing <code>@botname</code> followed by your query in the message field. Results appear above the text bar. Examples: <code>@gif</code> , <code>@pic</code> , <code>@wiki</code> , <code>@youtube</code> .
BotFather (@BotFather): The official bot to create and manage your own bots.
Bot Commands: Most bots respond to <code>/start</code> and <code>/help</code> to show available commands.
Privacy Mode: Bots in groups might need admin permission to read all messages (if Privacy Mode is off) or only messages directed at them (if Privacy Mode is on).
Inline Suggestions: Once you've used an inline bot, typing <code>@</code> might show suggestions for recently used inline bots.

Security Measures

Two-Step Verification (2FA): Set up an extra password that is required when logging in on a new device, in addition to the code sent to your phone. Highly Recommended.
Active Sessions: See where your account is logged in and terminate individual sessions remotely.
Passcode Lock: Set a local passcode to lock the Telegram app on your device.
Self-Destruct Timer: Available in Secret Chats for messages and media.
Account Auto-Deletion: (See Privacy Settings section) Set inactive period for account self-destruction.
Cloud Security: Regular chats use client-server encryption and are stored encrypted in Telegram's cloud for access from multiple devices. This is different from end-to-end encryption.
End-to-End Encryption: Used in Secret Chats and Voice/Video Calls. Only the participants can read the messages/hear the call.