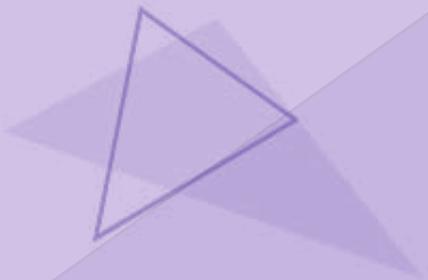


## MICROSOFT TEAMS TIPS & SHORTCUTS

25+ tips to help  
you become a  
Teams super-user!

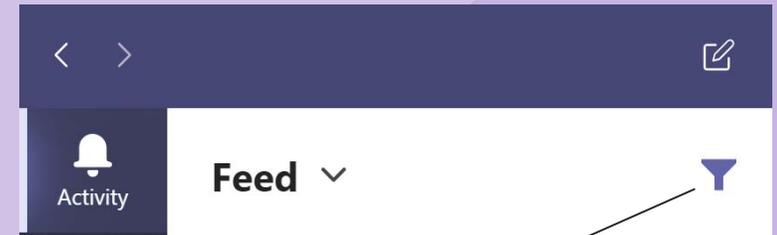


# Managing chats and conversations in Teams



Filter your activity feed by mentions so you can focus on key conversations.

To do this, click on *Activity*, then click on the *Filter* icon at the top and select *@ mentions*.

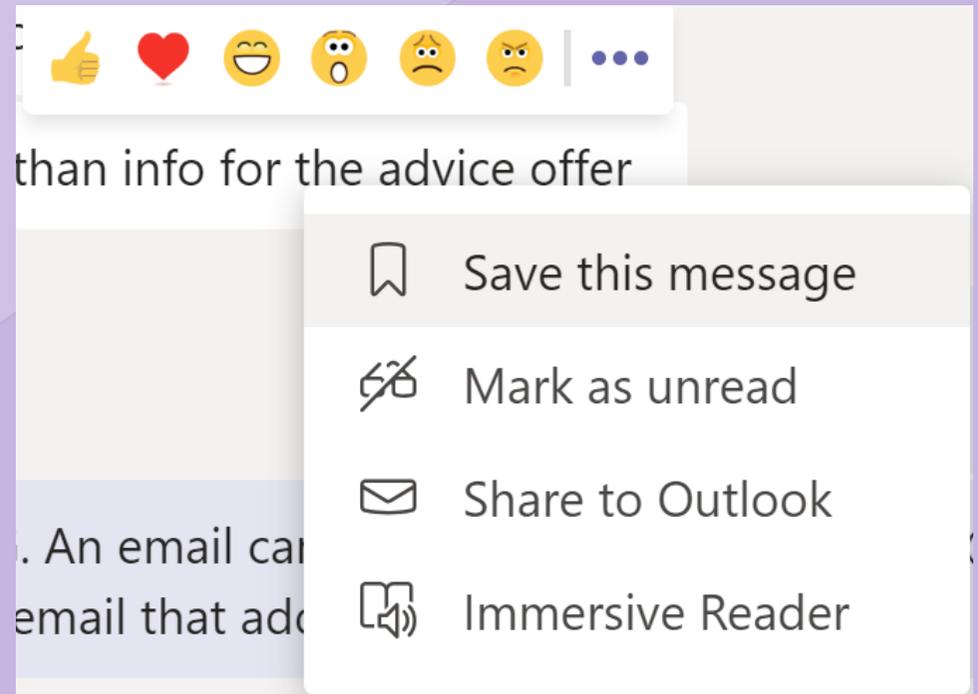


-  Unread
-  Mentions
-  Replies
-  Reactions
-  Missed call
-  Voicemail
-  Apps
-  Trending



Bookmark a message or content so you can find it more easily later on.

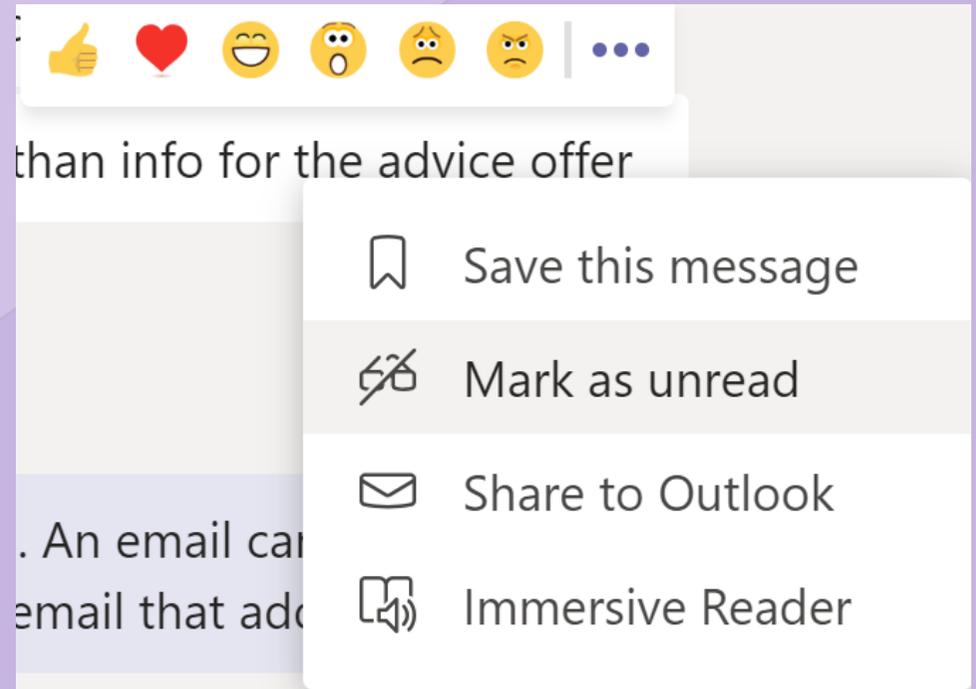
Click on the ellipsis on the message and select Bookmark in the drop down. Then you can use the search to find it later by searching `/saved`





If you see something but can't act on it straight away, then mark the message as unread as a reminder to come back to it later.

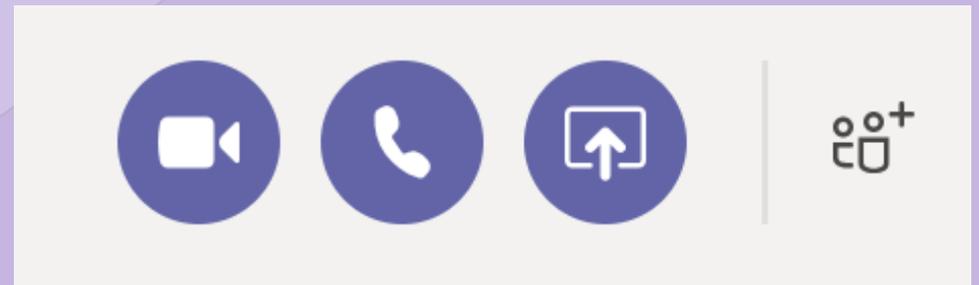
To do this, click on the ellipsis on the right-hand side of the message and select '**Mark as unread**' in the drop-down. You can find the message later by checking your Activity tab or type `/unread` into the search bar.





It's often quicker to call someone to get the information you need rather than sending messages back and forth.

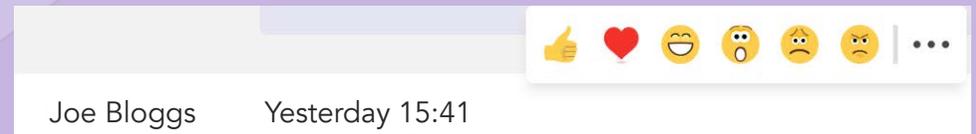
Open up the chat with the person you'd like to speak to and use the icon on the top right-hand side to start a video or audio call with them.





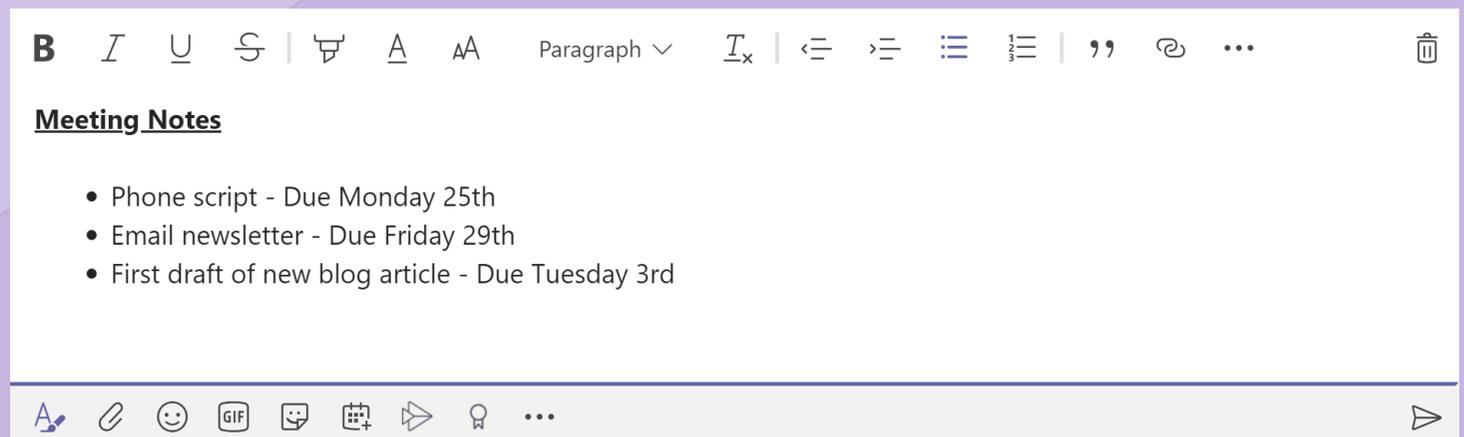
If you want to quickly acknowledge you've seen a message, then use the reaction buttons to give it a thumbs up.

If you hover over the message in the chat, you'll see 6 emojis you can use to react to a message.



Never accidentally press send whilst creating a message again.

You can add formatting to your text, like bold, italic, underline and bullet points, by selecting the symbol below the text box on the left-hand side.



The screenshot displays a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), underline (U), strikethrough (ABC), link (A), unlink (AA), paragraph style (Paragraph), text color (T<sub>x</sub>), background color, bulleted list, numbered list, quote, link, and a trash icon. The text area contains the heading **Meeting Notes** followed by a bulleted list:

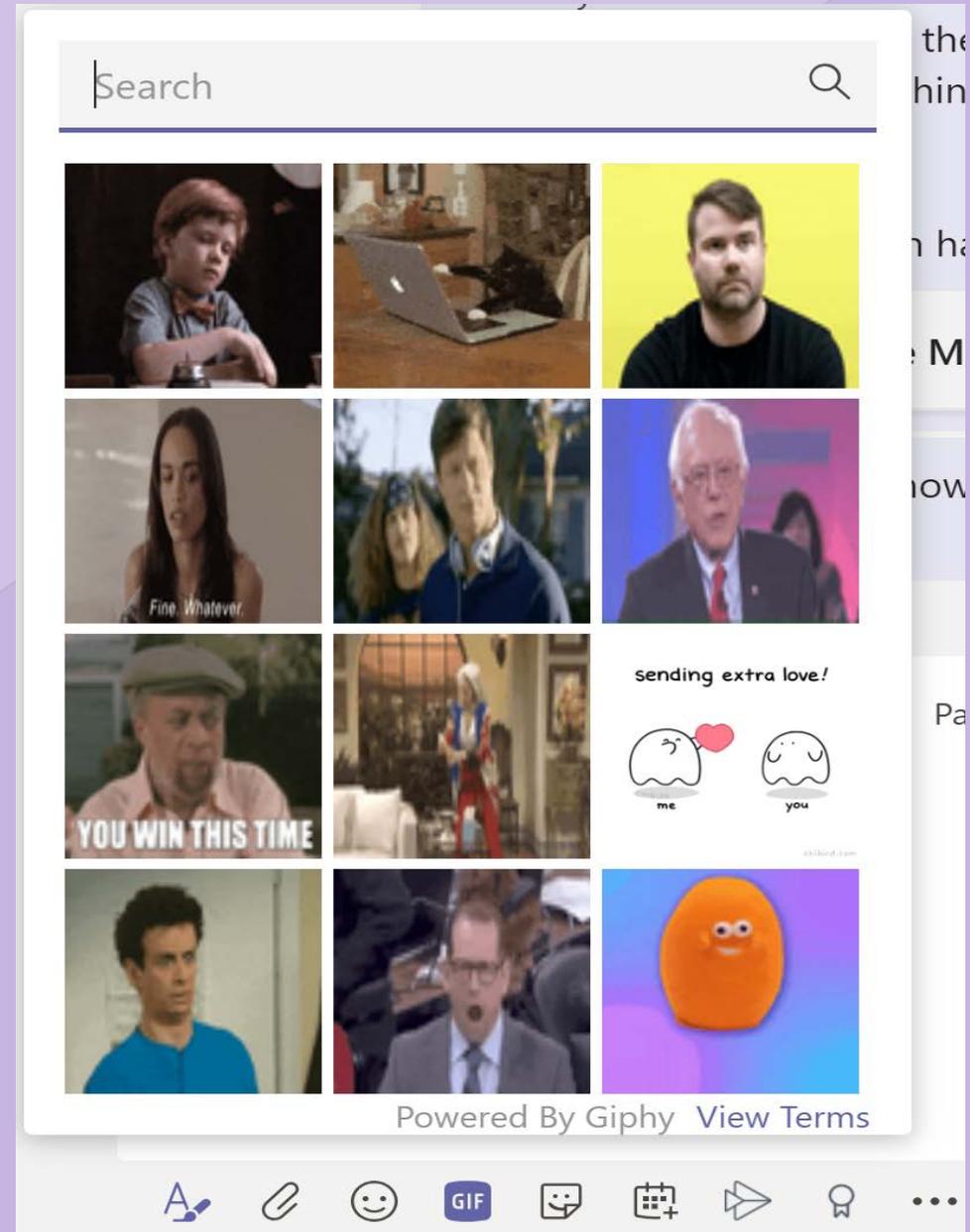
- Phone script - Due Monday 25th
- Email newsletter - Due Friday 29th
- First draft of new blog article - Due Tuesday 3rd

The bottom toolbar contains icons for text color, link, emoji, GIF, video, image, and a send icon.



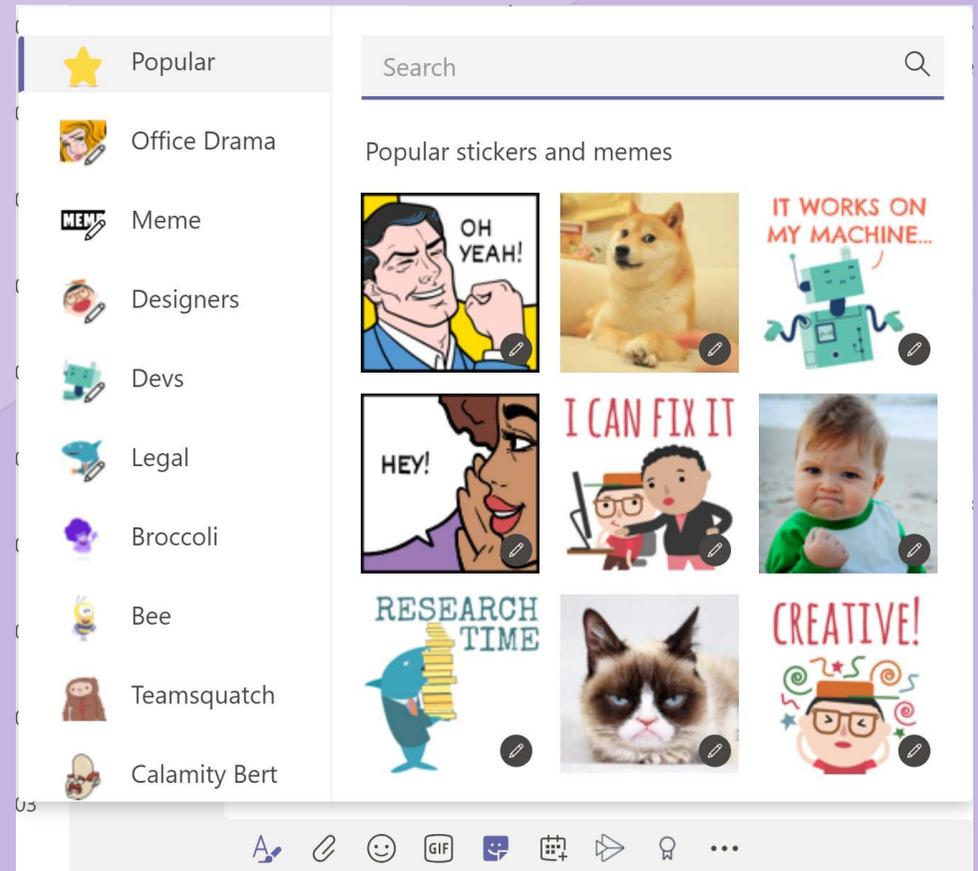
Lighten up chats and have some fun with GIFs.

Below the type a new message box, click on the GIF button. Type in the name of the GIF you're looking for, make your selection and hit send.



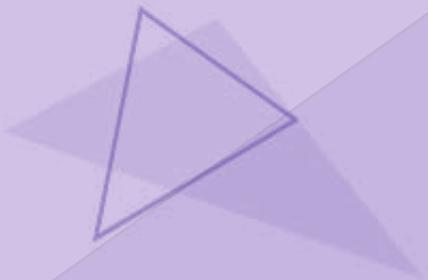
You can also send personalised stickers to your colleagues.

Below the type a new message box, click on the smiley face next to GIF and select a sticker. Anything with a pencil symbol will allow you to add your own text.

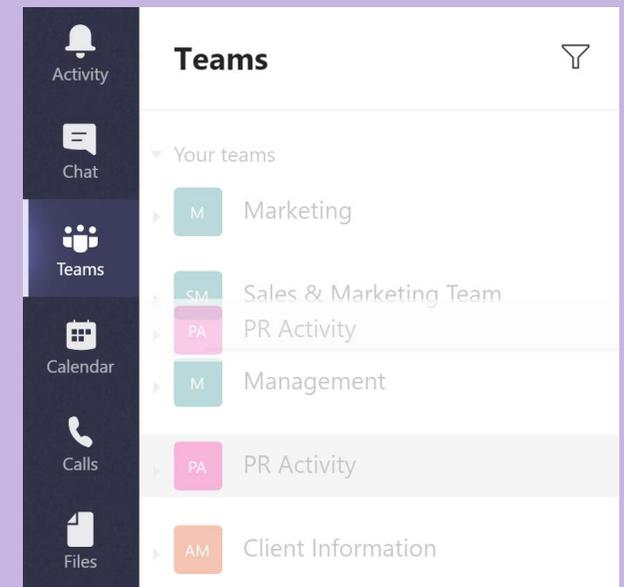
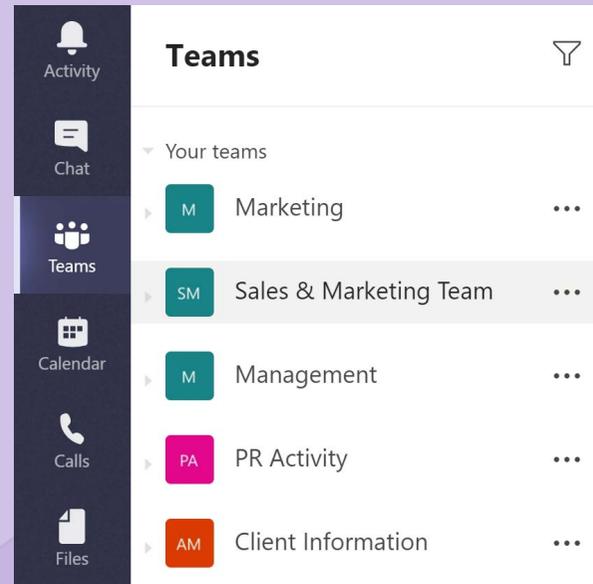




# Managing groups and teams

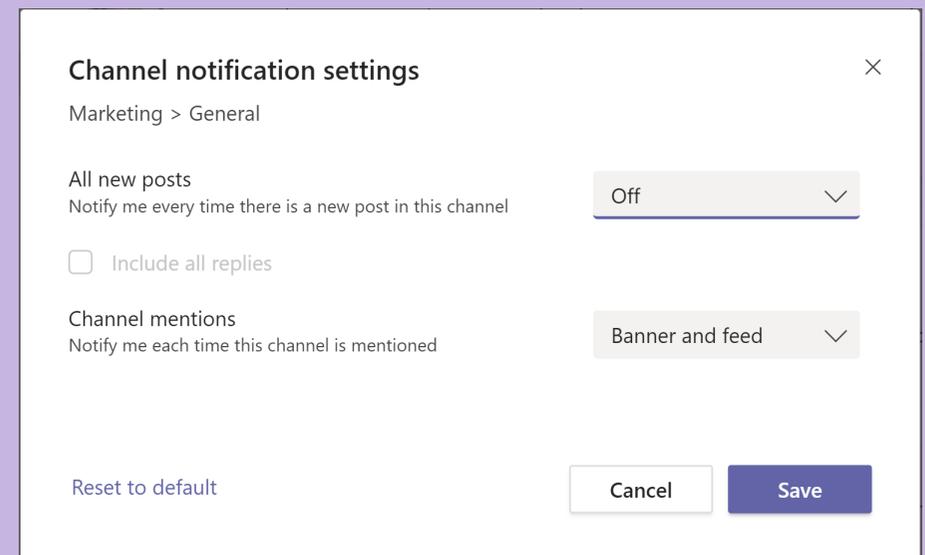
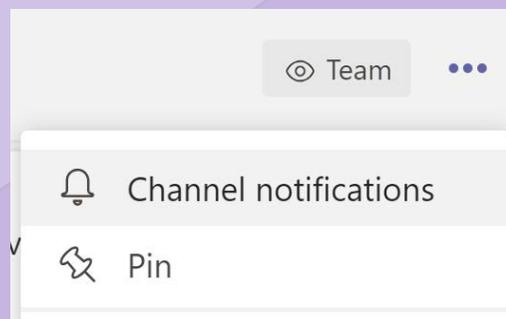


Projects and priorities often change, so you can get your Teams group to reflect this. Open the Teams tab and you can drag your groups to the order you would like.



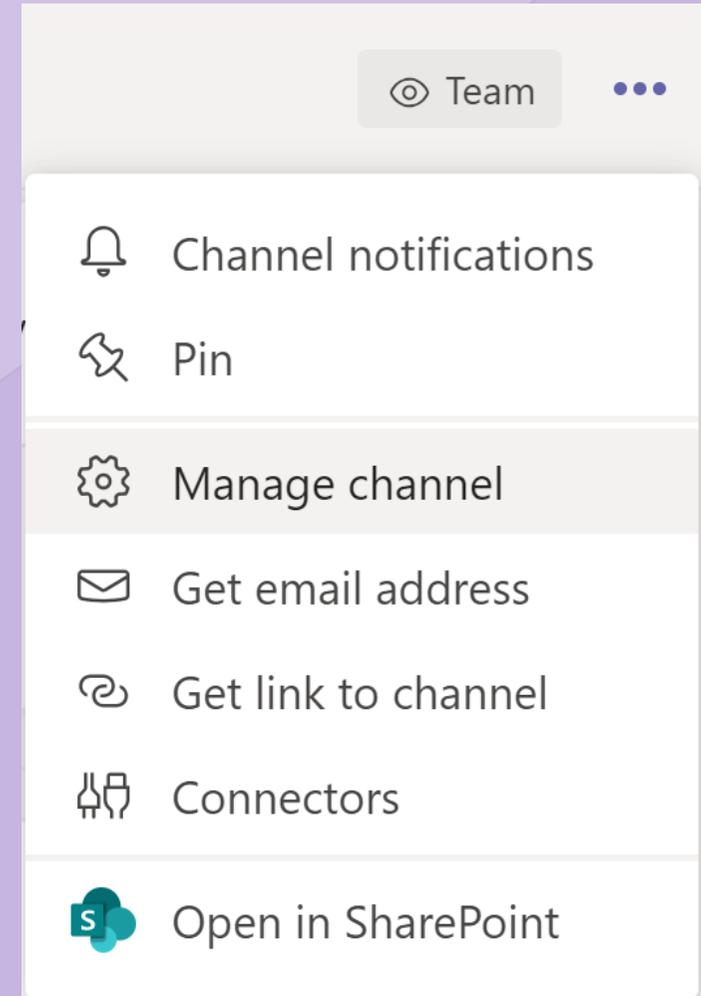
Some teams and conversations are more important than others, so you can change your notifications to reflect this.

Open your group, click on the ellipsis in the top right-hand corner and select **'Channel notifications'** from the drop-down. You can choose if and how you want to be notified when new posts are added to the channel and the channel itself is mentioned.



Teams are flexible, so you can add and remove people as you need, depending on how relevant they are to the project.

To do this, click on the ellipsis next to your group name and select '**Manage channel**' from the drop-down. This will show you all the current team members, change permission, remove existing members and add new ones.





Add tabs to your Teams for better organisation.

Click the plus sign at the top next to the name of the team and you can add shortcuts for your most frequently used files, applications and add-ins.





If you have a chat with multiple people then you can rename it to something more relevant, for example the name of a department or project.

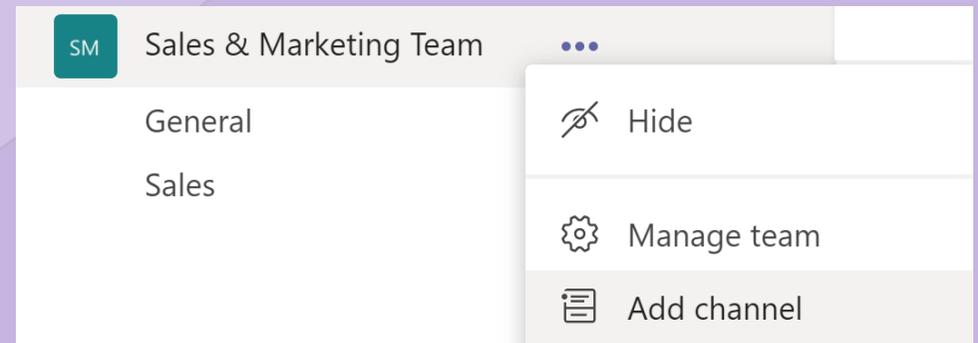
Open the group chat and click on the pen icon at the top next to the names.





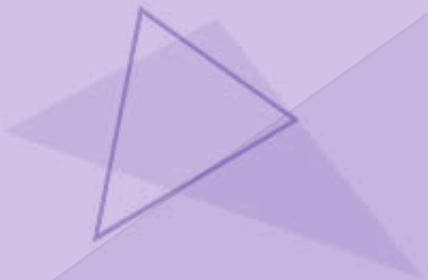
Instead of keeping everything in the general section of your Team and adding lots of tabs, it is better to create channels instead. Typically, the more tabs you have the less people use them.

For example, you would have a Team for Marketing and then channels for each subject area/function like social media, campaigns and events.





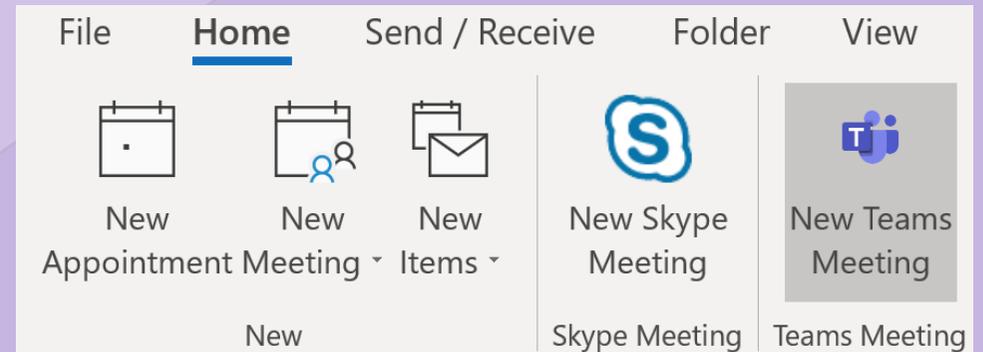
# Creating and running meetings in Teams





If you have the Teams desktop app installed, you should see a button in your Outlook calendar that will enable you to create a Teams Meeting.

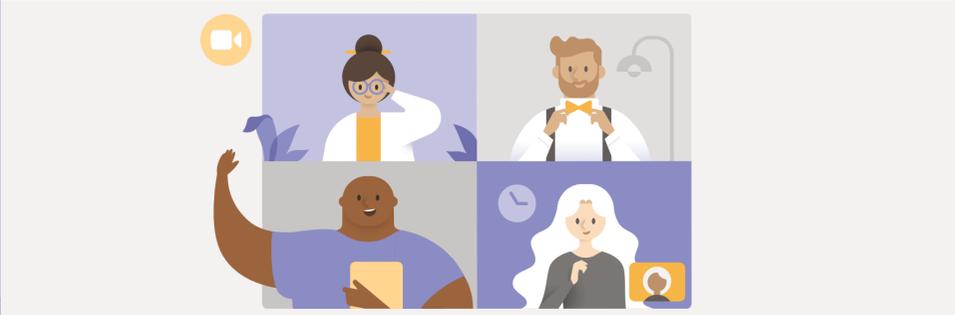
If you click on this button the meeting invite will include a link to join the meeting when the time comes.





You can invite anyone with an email address to join a Teams meeting.

If they don't have Teams installed themselves, they can access the call via a browser by clicking 'Join on the web'.

A screenshot of a Microsoft Teams meeting interface. It shows a 2x2 grid of video thumbnails. The top-left thumbnail shows a woman with dark hair in a white lab coat. The top-right shows a man with a beard and a yellow bow tie. The bottom-left shows a man with a beard and a blue shirt, with his hand raised. The bottom-right shows a woman with long white hair. There are icons for video, audio, and chat in the top-left corner of the grid. Below the grid is the text "Experience the best of Teams meetings with the desktop app". Underneath this text are two buttons: "Download the Windows app" (a dark blue button with white text) and "Join on the web instead" (a white button with a grey border and grey text). At the bottom of the screenshot is the text "Already have the Teams app? [Launch it now](#)".

**Experience the best of Teams meetings with the desktop app**

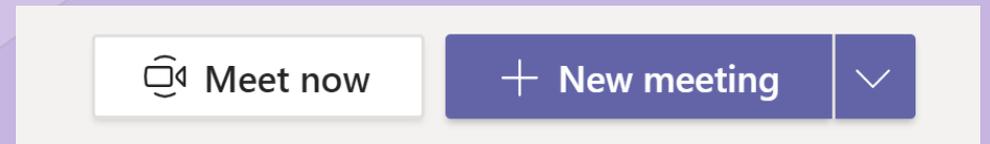
[Download the Windows app](#) [Join on the web instead](#)

Already have the Teams app? [Launch it now](#)



You can schedule meetings within Teams by clicking on the Calendar tab on the left-hand side.

When you click on “**New meeting**” in the top right-hand corner you’ll see a screen where you can add recipients, times and a meeting agenda.





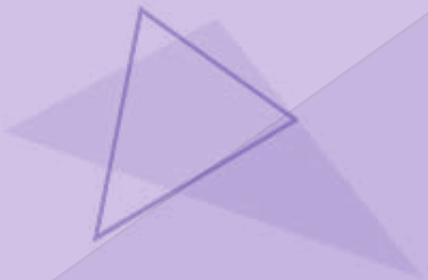
In large meetings (more than five people), anyone who joins after the meeting has started will automatically be muted to reduce noise. If you need to lead the meeting, you can mute individuals or everyone from the participant list. If someone has been muted, they will receive a notification to let them know and they can unmute themselves if they need to be heard.

The screenshot shows a 'People' panel from a meeting interface. At the top right is a close button (X). Below it is an 'Invite someone' button with a plus icon. A dropdown arrow indicates 'Currently in this meeting (3)' with a 'Mute all' link to the right. The participant list includes Jane Green, identified as the 'Organiser', and Bob Smith. A context menu is open over Bob Smith, listing four actions: 'Mute participant' (with a microphone icon), 'Pin' (with a pushpin icon), 'Remove participant' (with a phone handset icon), and 'Make an attendee' (with a person and slash icon).



Do you need to share your screen but don't want everyone to see your emails open in the background?

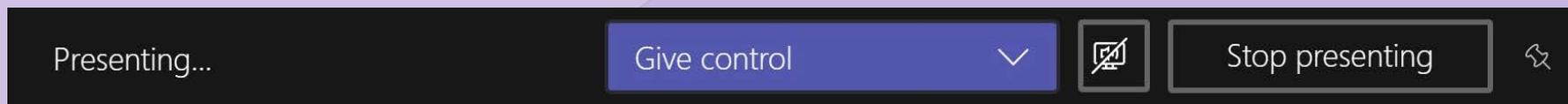
With **application sharing**, you can choose to share a specific screen rather than your whole desktop. Your desktop screen and notifications are not shared when you're sharing your content and if you need to open another window to find something, meeting participants won't be able to see.





With application sharing, you can also give others control of your desktop.

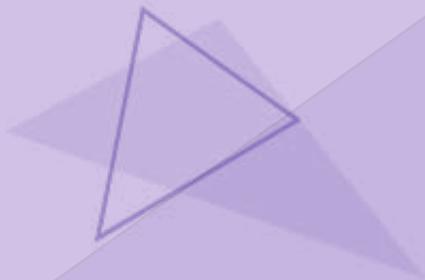
At the top of the screen, click on the dropdown to select who you want to have control. Meeting participants can also request access from the meeting owner.





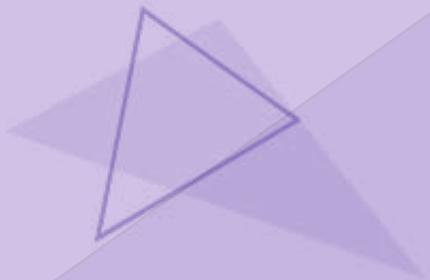
Have you ever forgotten to unmute your microphone and wondered why no one was responding to your points?

With **interactive troubleshooting**, Teams will detect if you're trying to speak but are still muted. This is just one of the scenarios where Teams can proactively detect and advise attendees of common issues that might impact meetings.





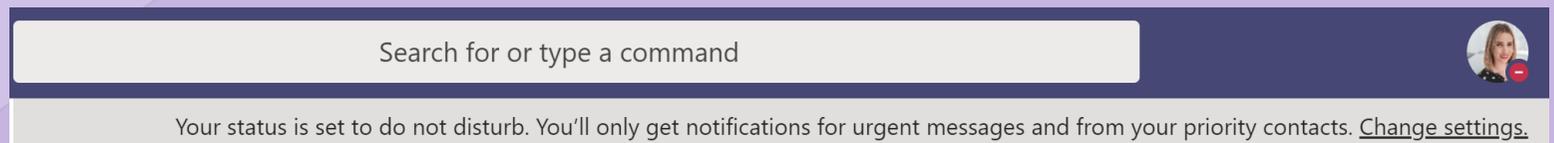
# Increasing productivity with Teams





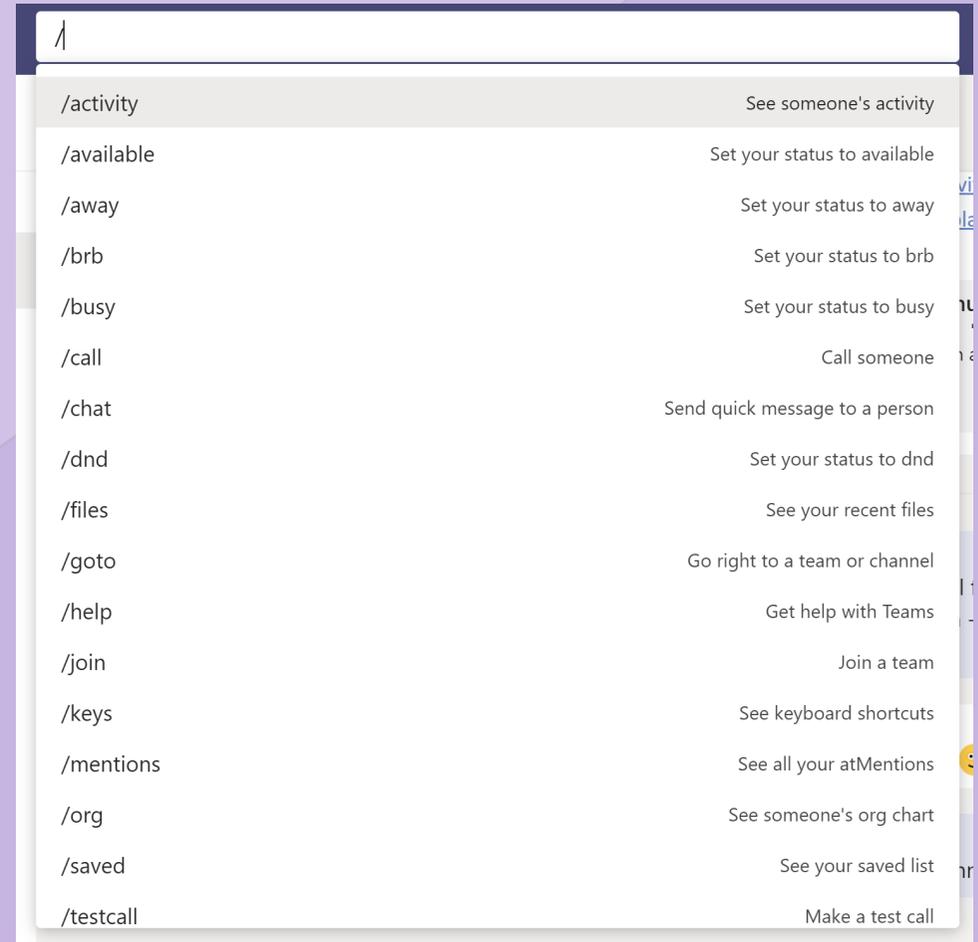
If you need to focus on the task at hand, then set your status to 'do not disturb' to prevent pop-ups and other distractions.

Type `/dnd` into the search bar to switch this status type on and `/available` when you're ready to switch this off.



Teams have plenty of shortcuts to help you work more efficiently. You can see a full list by simply typing / in the search bar.

Over time you'll probably learn a few of these off by heart!





If you want to send a quick message in Teams without leaving your current screen or chat, you can use the search bar to do this.

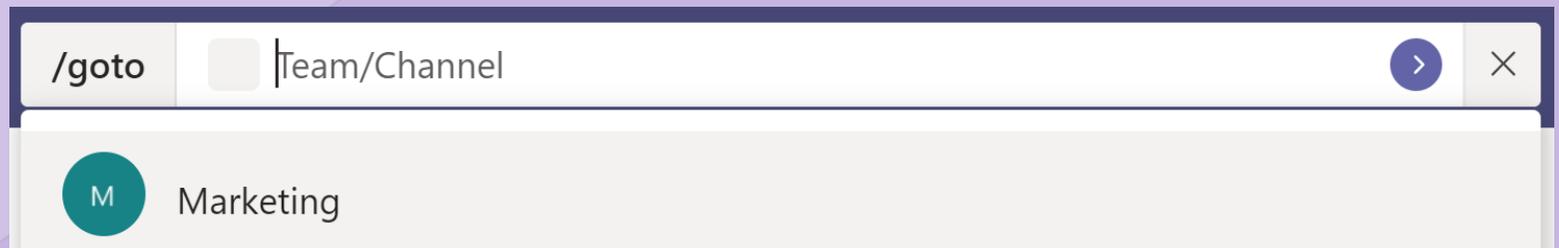
@mention your colleague in the search bar, press enter, and then type and send your message.





Need to quickly jump to another Team?

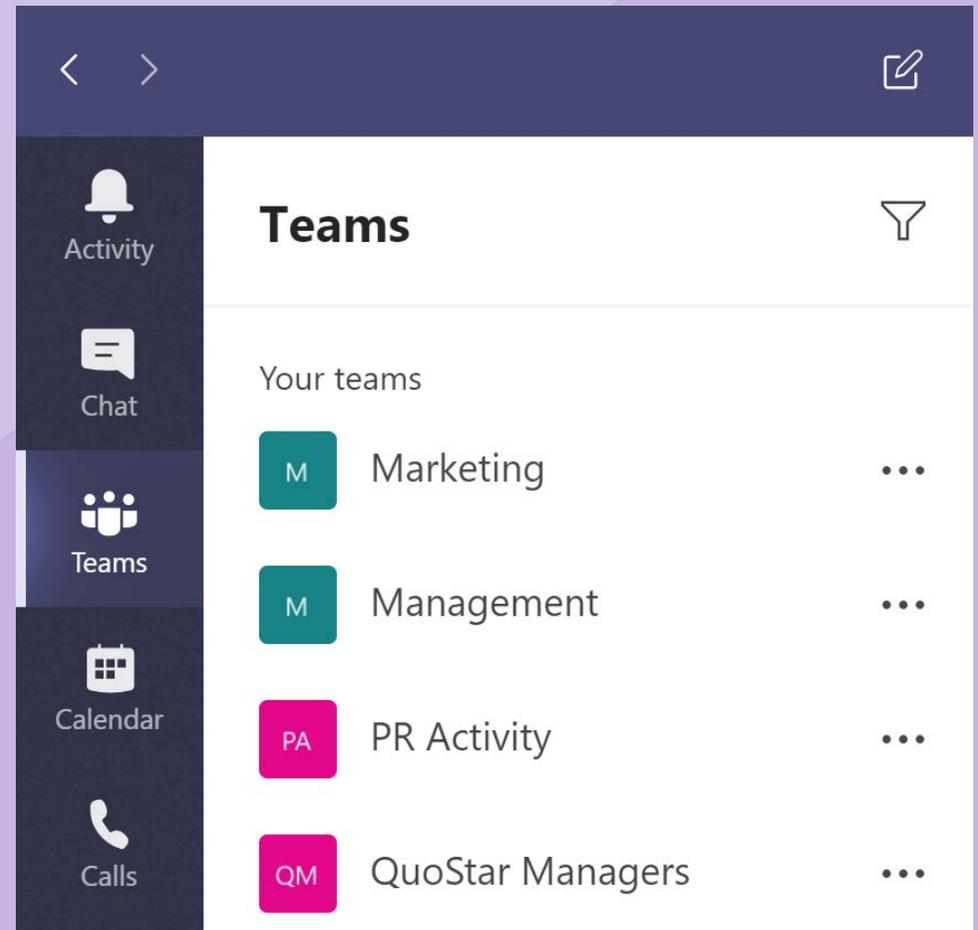
Type `/goto` in the search bar, then type the team and channel you'd like to go to.





Set up a Team for each project you're working on.

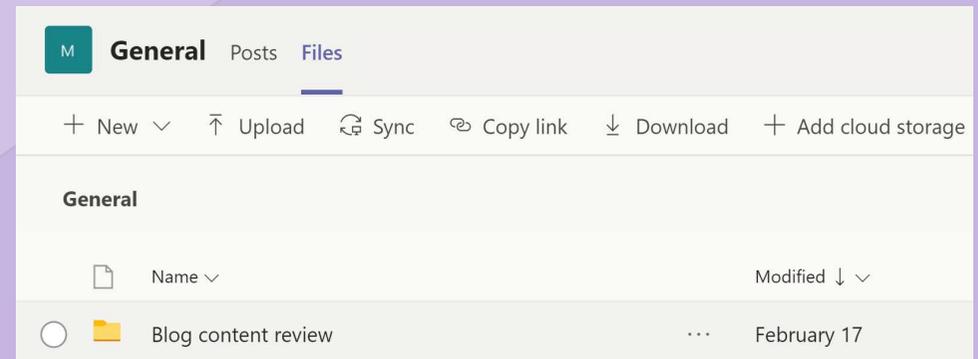
Even though you may have some of the same people working on different projects, separating them into Teams will allow each channel to remain focused and productive.





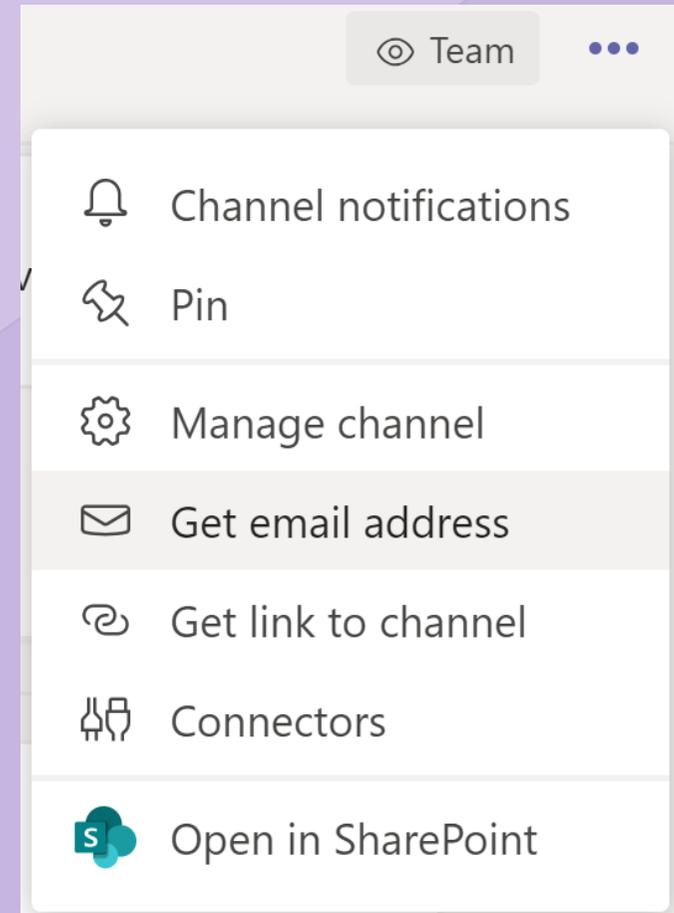
Instead of sharing documents back and forth via email, use Teams built in file library.

If you upload a document to your Team, other team members can access and edit it live, improving collaboration and making it easier to track changes.

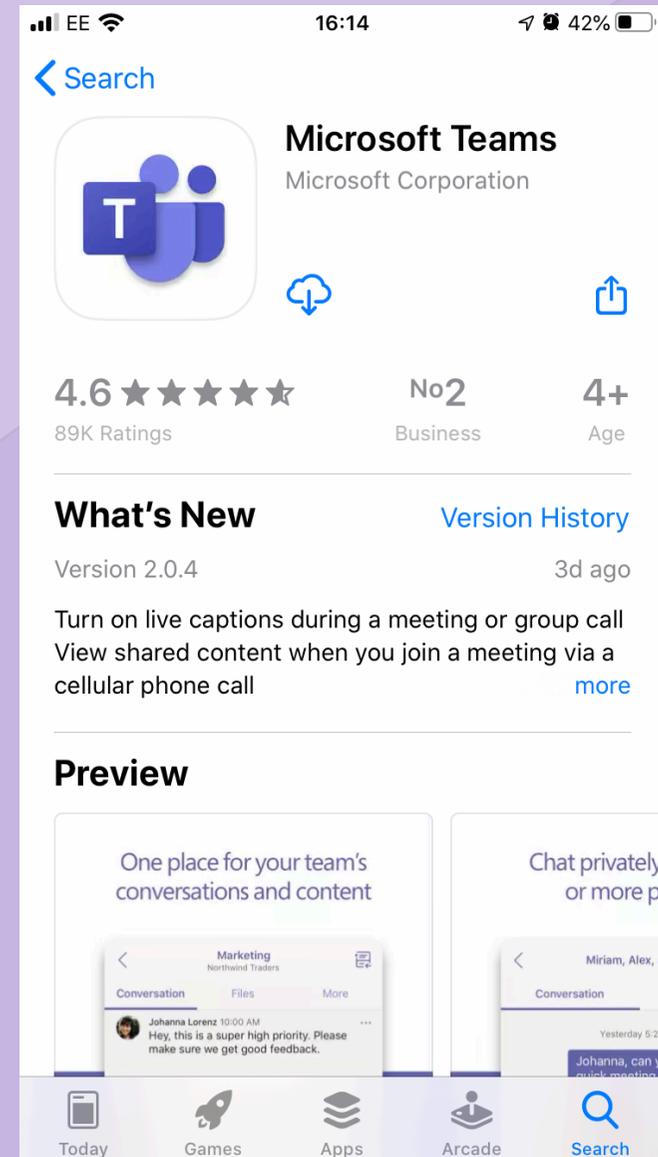


If you want to quickly share an email with your Teams group, you can forward it to your channel.

Open your Teams group, click on the ellipsis in the top right-hand corner and select **“Get email address”** from the drop-down.



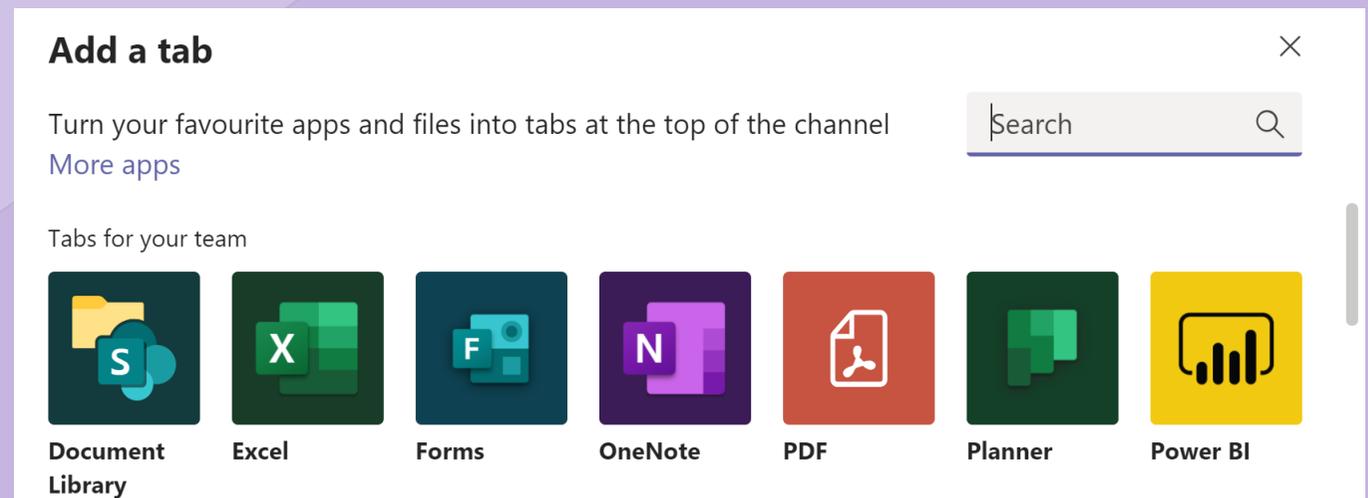
Teams also features apps for iOS, Android and Windows Mobile so can keep to date and respond to messages on the go.





Integrate Teams with **Planner** for simple task management.

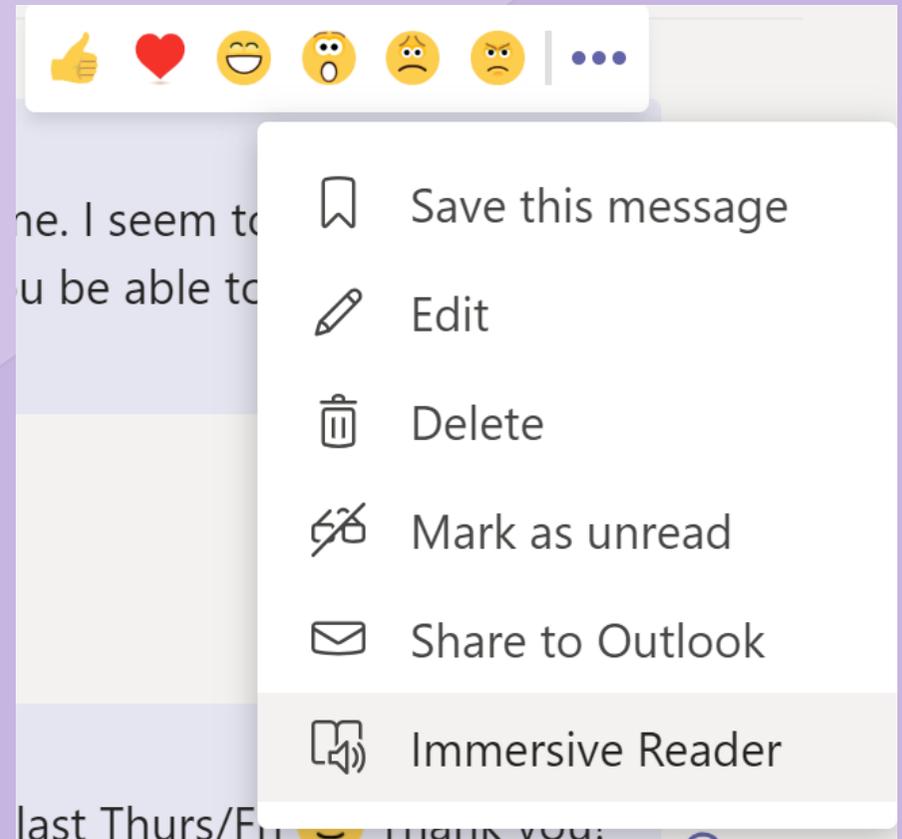
It's a great way to track the progress of tasks and can be 'pinned' to any channel for easier accessibility.





If you're struggling to focus on a piece of text or need to grab information whilst focusing on something else, use the **Immersive Reader**.

The **Immersive Reader** speaks the text on a channel aloud at varying speeds. Click on the 3 dots on any message and select the reader from your drop-down menu.



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