

Name Group Chats

Alex has named some of her group chat with James and Mark to make it **easier to find it**. You can do this by clicking on the pencil next to the group's name.



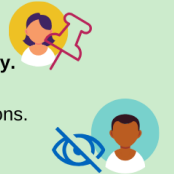
@mentions in Group Chats

James needs to **get Mark's attention** in the group. He @mentions him by typing in @ and then his name in the message.



Pin Important Chats

Olga pinned her chat with Alex, so that she can **find it easily**. You can do this by hovering over the chat in the chat bar, clicking on the three dots and selecting 'pin' in the chat options.



Hiding Inactive Chats

James hides inactive chats he hasn't used for a few days to **keep his chat space tidy**. These chats will reappear automatically when someone posts a new message in the chat. To hide chats, hover over the chat in the chat bar, click on the three dots and select 'hide'.



Muting Chats

Alex, Olga, James and Jo use a group chat to collaborate. Alex is trying to get some focused work done so, so she mutes the chat in the chat options to **stop receiving notifications** during this time. She'll still get notified if someone @mentions her.



Lesser Known Microsoft Teams Features

Alex and her team have been using Microsoft Teams for some time now. Here are some lesser known features they use to get the best out of it.



Formatting Messages

To post a longer message to Mark and James in the group chat, Alex uses the formatting function by clicking on the 'A' underneath the chat box to **present it clearly**.



Saving Messages

Olga sends an important messages which Alex will need to **revisit later**. Alex saves the messages and finds them later.



To save messages, hover over the message, click on the three dots and select 'save this message'. You will find the messages under 'Saved Messages' in your profile.

Marking Messages as Unread

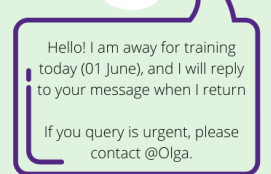
When Alex receives messages another colleague, Jo, which she'll need to **address later**, she marks it as unread. This bolds the message and makes it easier to find.



You can do this by hovering over the message, clicking on the three dots and selecting 'Mark as unread' in the message options

Set a status message

Alex wants to **let her colleagues that she is busy**, so she sets sets a status message, by clicking on 'Set status message' in her profile. She @mentions Olga in this message to let everyone know to contact her with urgent questions.



Filtering the Activity Feed

When she returns to the office, Alex uses the activity feed to **catch up with all activity** on Microsoft Teams. She often filters for @mentions to find the message which are most important to her.



You can do this by selecting the funnel on top of the activity feed and clicking on the three dots.

