

AT&A

# User Guide for Microsoft Teams



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## BASIC

## Connect on the go (download mobile app)

### Download the app by clicking on the icon:

For your **iPhone**:



For your **Android** phone:



For your **computer** desktop:

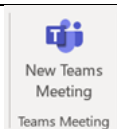


Remember to pin to your taskbar if wanted. When presented with the option to login, login with your O365 account + password.

## Book a Teams meeting in outlook

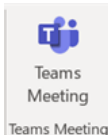
### In **Outlook calendar**:

Select the 'New Teams Meeting' option

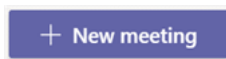


### In an **Outlook meeting request**:

Select the 'Teams Meeting option'






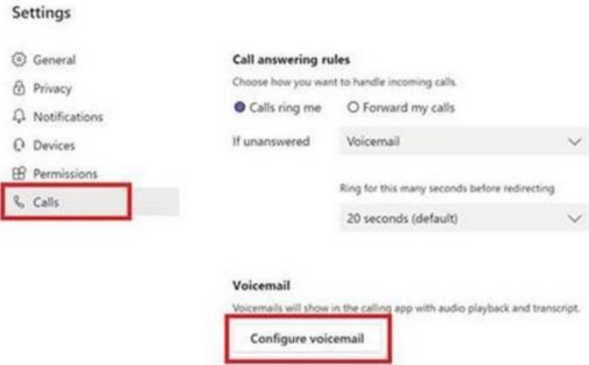
In **Teams app** on your computer: In the Calendar, select '+ New meeting' or click directly in the calendar.




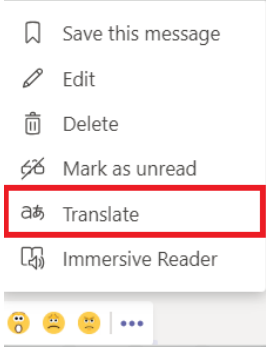
In the Teams **mobile app**: Go to the calendar and click join meeting.


## Voicemail

### Check your voicemail

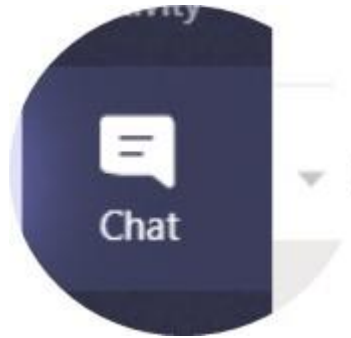






<ol style="list-style-type: none"> <li>1. Click <b>Calls</b>  in the left bar and select <b>'Voicemail'</b></li> <li>2. Click to check your messages</li> </ol> <p><b>Missed meeting request call</b> If someone tries to add you during a meeting and you miss it, you'll get a notification in your <b>Activity</b>  feed. If the meeting is still active you can jump right in by clicking the post.</p>	
<p>You can of course also check your voicemail on your mobile. Open your Teams app and select <b>Calls</b></p>  and then <b>Voicemail</b> .	
<p>It is nice to have your own personal voicemail greeting. It is simple to set up:</p> <ol style="list-style-type: none"> <li>1. Click on your <b>Profile Photo</b> in the upper right corner</li> <li>2. Choose <b>Settings</b> from the dropdown</li> <li>3. Click <b>Calls</b> and then <b>Configure voicemail</b></li> <li>4. You can now <b>record a greeting</b>, set <b>language</b> for your default greeting and change the <b>call answer rules</b>.</li> </ol>	


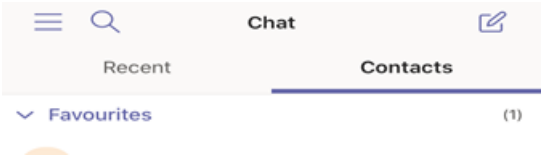
<h2>Translations in Teams</h2>	
<p>When working in a global company like, it is likely that you will meet colleagues or other cooperation partners from another country. To enable the cooperation across language barriers, messages in <b>chat and posts</b> in channels can easily be translated into the language you have specified in your personal language settings.</p> <p><b>Translate a message</b></p> <ol style="list-style-type: none"> <li>1. Select the message and click on <b>More options</b></li> </ol> <p>...</p>	


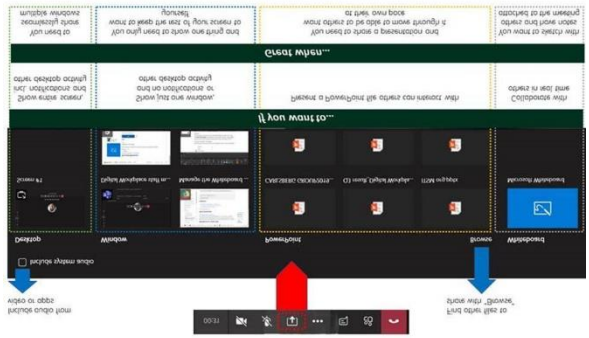


<p>2. Select  <b>Translate</b></p> <p>If you wish to change the language back, click on <b>More options</b> *** and <b>See original message</b>.</p>	
<p><b>Change your personal language settings</b></p> <ol style="list-style-type: none"> <li>1. Click on your profile photo/icon in the top right corner of Teams</li> <li>2. Choose <i>Settings</i></li> <li>3. In <i>General</i> - there is a section called <i>Language</i>. Select the language of your choice</li> </ol>	<p><b>Language</b></p> <p>Restart application to apply language settings.</p> <p>App language determines the date and time format.</p> <p>English (United States) ▼</p> <p>Keyboard language overrides keyboard shortcuts.</p> <p>English (United States) ▼</p>

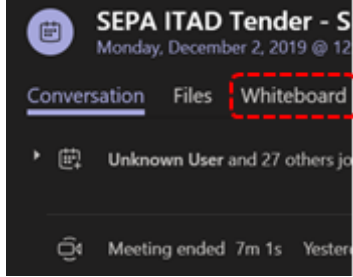
Short cuts & the command box															
<p><b>Command box:</b></p> <p>Slash commands are shortcuts in Teams for the most common tasks. Go to the box in the top of the window and type in a / - a box of suggestions will appear. Type in the rest of the command you want.</p> <p><b>@mention + Tab</b> in search bar – you can then write a quick message without navigating outside your current view in Teams</p>															
<p>If you type in @ in the search bar, you will get access to a few more features:</p>	<table border="0"> <tr> <td>@News</td><td>Stay on top of the latest news</td></tr> <tr> <td>@Praise</td><td>Show gratitude for peers who went above and beyond at work.</td></tr> <tr> <td>@Stream</td><td>Collaborate with Microsoft Stream, the intelligent video servi...</td></tr> <tr> <td>@Weather</td><td>Get the latest weather report</td></tr> <tr> <td>@Places</td><td>Get info about different places</td></tr> <tr> <td>@Stocks</td><td>Get real-time stock quotes</td></tr> <tr> <td>@Wikipedia Search</td><td>Share articles from Wikipedia</td></tr> </table>	@News	Stay on top of the latest news	@Praise	Show gratitude for peers who went above and beyond at work.	@Stream	Collaborate with Microsoft Stream, the intelligent video servi...	@Weather	Get the latest weather report	@Places	Get info about different places	@Stocks	Get real-time stock quotes	@Wikipedia Search	Share articles from Wikipedia
@News	Stay on top of the latest news														
@Praise	Show gratitude for peers who went above and beyond at work.														
@Stream	Collaborate with Microsoft Stream, the intelligent video servi...														
@Weather	Get the latest weather report														
@Places	Get info about different places														
@Stocks	Get real-time stock quotes														
@Wikipedia Search	Share articles from Wikipedia														

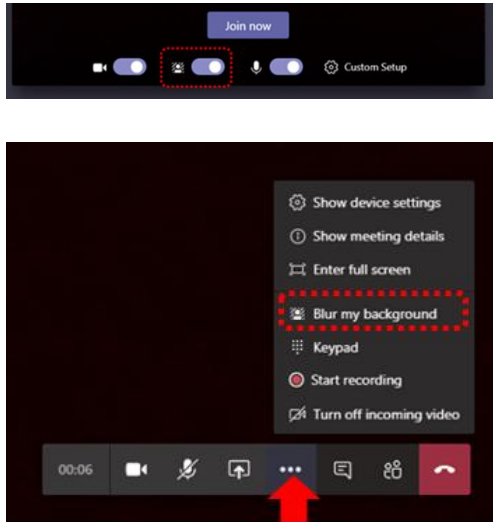
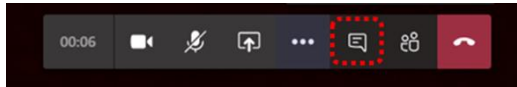
## COLLABORATION

Chat, Call & Contact List	
<p><b>Computer – Call &amp; Chat</b></p> <ol style="list-style-type: none"> <li>1. Start typing the name of the person in the <b>search bar</b> at the top of the Teams window and select your contact</li> <li>2. Next to your contacts name - click the <ul style="list-style-type: none"> <li>📹 camera icon for a <b>video</b> call,</li> <li>☎ telephone icon for an <b>audio</b> call or</li> <li>💬 begin a <b>chat</b> by typing a message at the bottom</li> </ul> </li> </ol> <p>At any time you can view your chat and call <b>history</b> (including shared files) by clicking the Calls or Chat icon</p>	
<p><b>Mobile - Call</b></p> <ol style="list-style-type: none"> <li>1. Click  in the bottom right corner and then  in the top right corner</li> <li>2. Find your contact by typing in the name and then select the camera for a video call or the telephone icon for an audio call</li> </ol>	
<p><b>Mobile - Chat</b></p> <ol style="list-style-type: none"> <li>1. Click  in the bottom and then  in the top right corner</li> <li>2. Find contact by typing in the name and then select the person to start the chat</li> </ol> <p>From any chat you can start a video or audio call by selecting one of the two icons   in the top right corner</p>	
<b>Computer - Contact list</b>	

<ol style="list-style-type: none"> <li>1. Click on the "Calls" button in the left sidebar and then select <b>"Contacts"</b></li> <li>2. Add new contacts by clicking "Add contact" in the top right corner</li> </ol> <p>To make it easy for you to navigate in your contact list, you can create <b>groups</b></p> <ol style="list-style-type: none"> <li>1. Click "Speed dial" under "Calls"</li> <li>2. Click  and give the group a name</li> <li>3. Click the three dots next to the new group name to add contacts</li> </ol>	
<p><b>Mobile – Contact list</b></p> <p><b>On the mobile</b> it is not possible to edit your contact list or groups, but you can see them all in the Chat menu</p>	

<h2>Teams meetings – Screen sharing and Whiteboard</h2>	
<p><b>Share screen:</b></p> <ol style="list-style-type: none"> <li>1. To share your screen in a online meeting, <b>select</b> Share  in your meeting controls.</li> <li>2. Then, <b>choose to present</b> your entire desktop, a window, a PowerPoint file, or a whiteboard</li> <li>3. When you're done sharing, go to your meeting controls and select 'Stop sharing'.</li> </ol> <p>Click <a href="#">here</a> to see more details and how you can easily <b>give</b> control, <b>take</b> control and <b>zoom</b> in on content.</p>	
<p>To share content from your <b>mobile device</b>, just select More options  and then Share  in your meeting controls. You can choose to present a photo, video, PowerPoint, or your entire screen.</p>	

<p><b>The feature is available in calls and meetings with three or more participants.</b></p> <p>Whiteboard lets participants of Teams meetings draw, sketch, and write together on a shared digital canvas. Use the above guide – sharing screen to enable whiteboard.</p> <p>After the meeting you can find the whiteboard in your chat history as a tab.</p> <p><b>Read more here.</b></p> <p>Note: Although whiteboard sharing isn't available on mobile yet, you can collaborate on a whiteboard shared from another device.</p>	
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<h2>Blur Background &amp; Meeting Chat</h2>	
<p><b>Blur background:</b></p> <ol style="list-style-type: none"> <li>1. Click 'Join' meeting and the join meeting box will appear</li> <li>2. Turn on 'Blur my background' (and turn on the camera) before you click 'Join now'</li> </ol> <p>If you already are in the meeting and have your video feed turned on, just click <b>...</b> and select the 'Blur my background' option.</p> <p>NB! The feature works only for <b>scheduled meetings</b> and does not yet work on the mobile device.</p>	
<p><b>Meeting Chat:</b></p> <p>Do you have to leave the Teams meeting and don't want to interrupt the presenter? Or are there a lot of participants and would you like to have them ask questions during the presentation?</p> <p><b>Use the chat function:</b></p> <p>Click the "Chat" icon on your meetings control. On your right side you can now write and see messages during</p>	



an online meeting. If you chat is not visible a small red dot will appear on the chat icon if someone posts a message during a meeting. To see the chat message, just click the icon.


## Sound & Camera Control

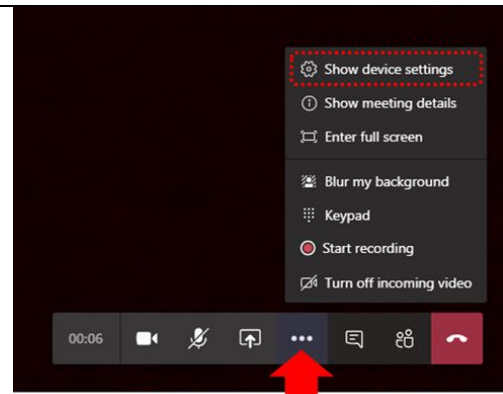
### Device setting:

If people in a Teams meeting can't hear you, you might be muted or you might not have configured your mic correctly.

To change your speaker, microphone, or camera settings when you're on a call or in a meeting

select **More options**  > **Show device**

**settings**  in your meeting controls. Select the speaker, microphone, and camera options you want.

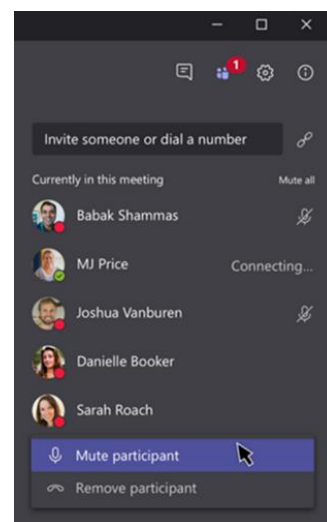
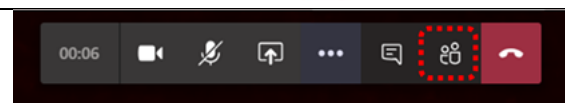


### Mute others:

Tired of hearing background chatter, construction work or ringing phones? In larger Teams meetings (> 5 people), anyone who joins after the meeting has started, will join automatically as muted and thereby reducing noise in the meeting.

If you notice any noise from others, you can **mute that person, or mute all**. If someone or all have been muted, they'll get a notification letting them know and they'll be able to unmute themselves if they need to be heard.

1. Go to the meeting control bar and click on the participant icon
2. Select **Mute all** at the top or pick the specific person you want to mute



## Record Meetings

Teams can capture audio, video, and screen sharing activity. When a recorded meeting is ended the recording is saved to Microsoft Stream with restricted access rights and the link to the video is shared in the Teams meeting history. As a default, only the invited meeting participants can see the video.

It takes a few simple steps to create a Teams meeting recording:

1. Join a meeting
2. Go to the meeting controls and select **More options** \*\*\* > **Start recording**.  
Everyone in the meeting is notified that recording has started.
3. If you want to stop the recording before the meeting ends. Go to the meeting controls and select **More options** \*\*\* > **Stop recording**
4. The recording is now processed (which can take a little while depending on the length of the meeting) and when available, the person who started the recording receives an email from Microsoft Stream and a link to the video also shows up in the meeting chat

In Microsoft Stream, you can edit who has permission to watch the video.

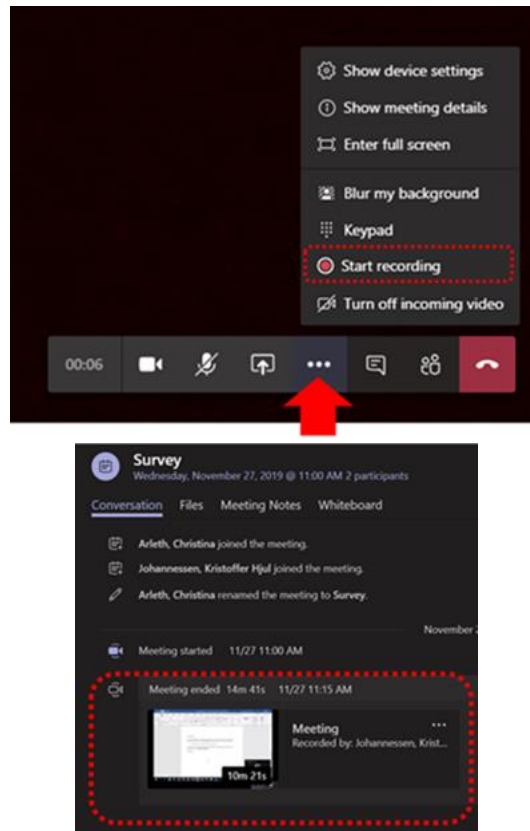
To start recording of a meeting from your **mobile device**, just select More options \*\*\* > **Start recording** in your meeting controls.

To see more tips for meetings on your mobile device - click [here](#).

### How to find the recording:

If you were invited to the meeting, go to the **Chat history** in Teams, find the meeting and click on the video image to play the meeting recording directly in Teams.

Transcripts can be edited and added. [See how](#)





## Share a Teams meeting recording with others:

If you recorded the Teams meeting, you can share the recording both with people in the organization and outside who didn't attend the meeting, but you need to take a few additional steps. [See how](#) and learn more about sharing and recording.

## Collaborating with Externals

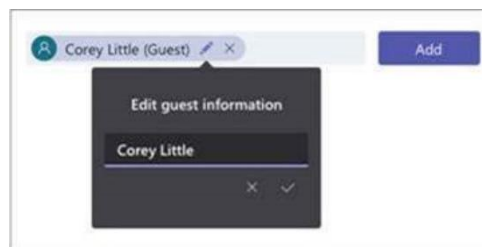
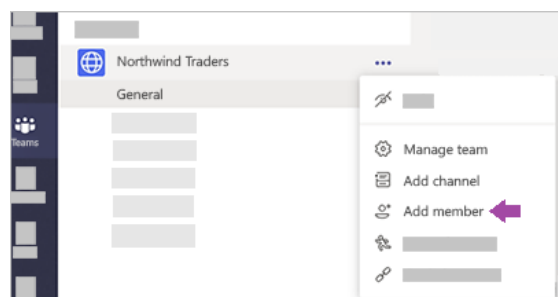
To increase and improve the collaboration experience with frequent cooperation partners, you can also invite an external into a Teams team.

### Here's how to invite guests:

1. In the left bar, select **Teams**  and go to the team in your list.
2. Select **More options** **...** > **Add member**
3. Enter the guest's email address
4. Add your guest's name
5. Select Edit guest information  and type a friendly name. Be sure to take the time to do this now, you'll need the help of an IT admin to change it later.
6. Click **Add**. The guest(s) will now receive a welcome email that includes some information about joining Teams and [what the guest experience is like](#).

Now that all of this is done, the next thing you can do is [adjust guest permissions](#). Per default, guests have a bit fewer features available than internal team members. For a closer look, see [guest capabilities in Teams](#).

You can also invite guest(s) **on your mobile**. However, team owners cannot set guest permissions on the mobile; this can be done only from the desktop or web app.



## Mobile as a Companion

Join a meeting on more than one of your devices for more collaboration and content-sharing options.

There's a lot you can do when you add a companion device to your meeting experience:

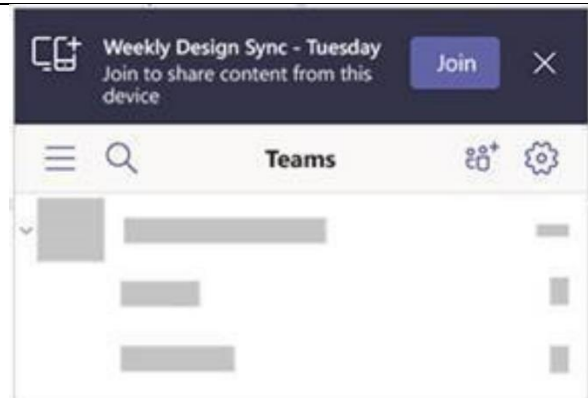
1. Use mobile video to **show things that are out of view** for remote participants
2. Take a **photo** to share with everyone, or pick one from your camera roll
3. Use your phone to **control a presentation**
4. Share your **mobile screen**

If you can see it on your phone, you can share it in the meeting.

**Here is how you add your mobile as a companion device to a meeting:**

1. Open the **Teams app on your mobile phone** when you've already joined a meeting from another device (e.g. your laptop).
2. You'll see a message at the top of your screen with an option to join the meeting. Tap **Join** to add your phone as a companion device.
3. You can now **present files, share live video, and much more** from your mobile device while still attending the meeting on your first device.

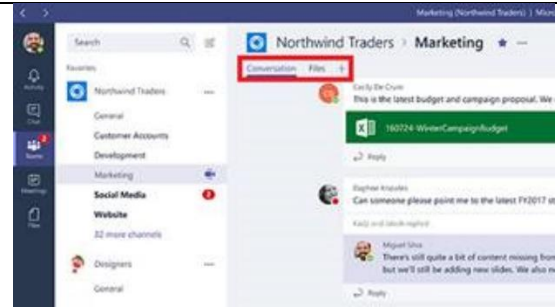
Any device with a Teams app can be added as a companion device – just make sure the devices you're using are **signed in to the same Teams account**.



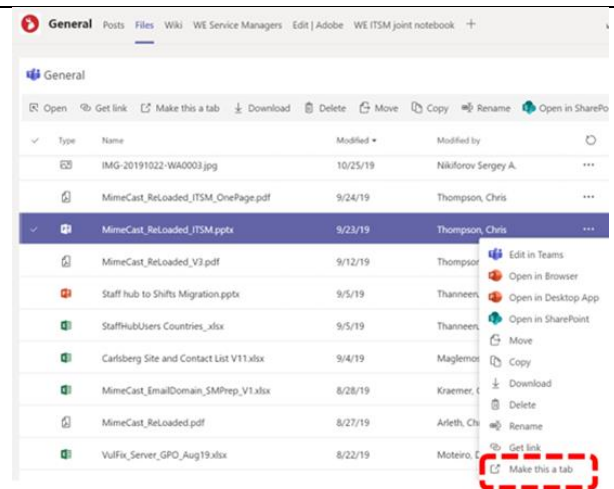
## Tabs

### Add a Tab:

With every new channel in a Teams team, three tabs are available as a standard: Posts, Files and Wiki. You can add more tabs to a channel or chat by clicking **Add a tab** + at the top of the channel or chat.



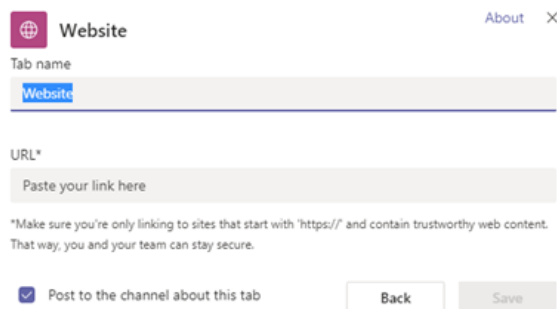
Excel, PowerPoint, Word, and PDF files must be uploaded to the **Files** tab before they can be converted to tabs. Any existing uploaded file can be converted to a tab with a single click:



### Add a website as a tab:

Click on **Add a Tab** and choose **Website**. Give the tab a name and add the address link (the URL). To add a website, the address must start with a **https** prefix so information that's exchanged remains secure.

Learn more about tabs [here](#).



## Files in Teams & Co-authoring

Teams is powered by SharePoint in the background, which means that any file you share in Teams are also to be found on a backend SharePoint team site.

Files can be uploaded in a chat, post or in a channel. You can see the files under the tabs next to the specific chat or channel.

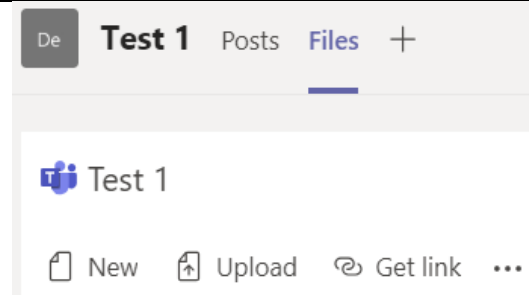
#### Upload a file to a Teams channel:

1. Chose the *Files tab*
2. Click on *Upload*
3. Select the file and upload

Note: You can also drag and drop files from your **File Explorer** or **Desktop** into your Files tab in a Teams channel.

Online co-authoring is available with Word, PowerPoint and Excel files as long as they are saved in OneDrive, Teams or SharePoint. All you need to do is share the file and start co-creating.

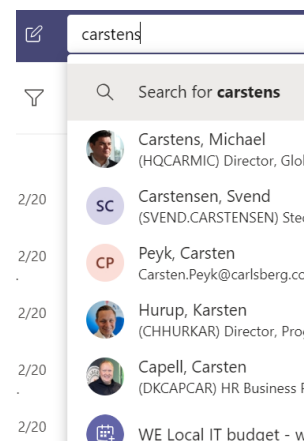
Remember that Office 365 also allows you to go back to earlier versions, so there is **no need** to keep a library of older file versions, or having to reach out to Service Desk to find those previous versions for you.

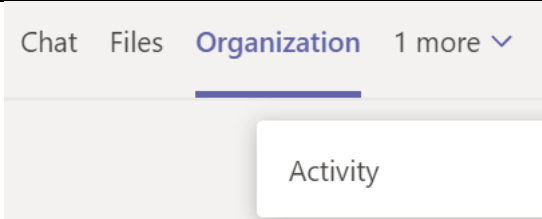


## Who is who in the organization

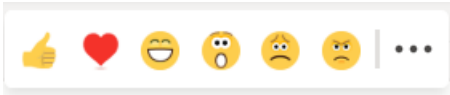

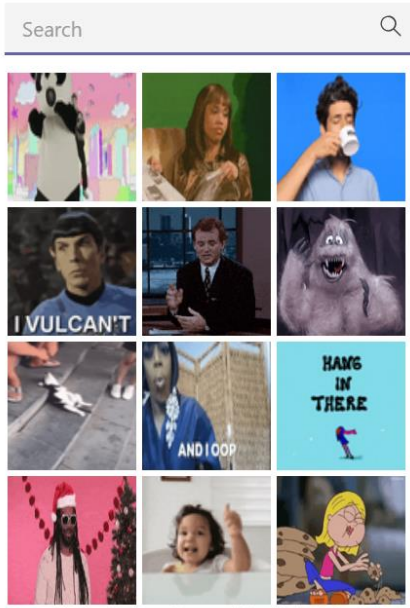
1. In the search box in the top of Teams, start typing **any part of the name** of who you are looking for and automatically a list of possible matches will show below. The list shows both the contacts, but also meeting and chat history where there is a match.
2. Select the colleague you were looking for and automatically the chat window (incl. history) will open.
3. In the top of the chat window there are some tabs available which will give you a bit more details about the person; **Files**, **Organization** and **Activity**.

**Files** – the files you have shared in past chat history




<p><b>Organization</b> – where is your colleague in the organization</p> <p><b>Activity</b> – an overview of recent posts by this person in the teams where you are both members</p>	
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## Fun Stuff – Emojis, Stickers, Gifs & Praise

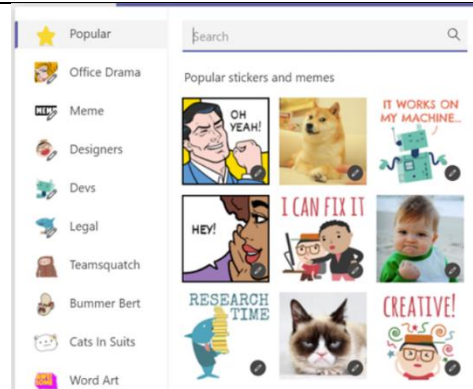
<p>Add emojis (reactions), GIFs and stickers to your messages in Teams to create a more vivid experience and fun interaction. Your communication will come alive. 😊</p> <p><b>Add reactions to others posts or chat messages</b></p> <ol style="list-style-type: none"> <li>1. Select the post</li> <li>2. You can now chose various reactions: <i>Like, Heart, Laugh, Surprised, Sad</i> and <i>Angry</i>. Click on the desired reaction</li> </ol>	
<p><b>Add GIFs to your message</b></p> <p>GIFs are short videos that can show a reaction or situation.</p> <ol style="list-style-type: none"> <li>1. Start composing a message in a chat or a channel</li> <li>2. Select  below the message box</li> <li>3. Choose either one of the shown <i>GIFs</i> in the collection of popular <i>GIFs</i> or use the <i>Search</i> bar at the top of the window to search for a specific topic</li> <li>4. Click on the GIF of your choice</li> </ol>	 <p>Powered By Giphy <a href="#">View Terms</a></p>

## Use Stickers

Stickers are small graphic images. Some of them you can add your own text inside.

1. Start composing a message in a chat or a channel
2. Select Sticker  below the message box
3. Click on the sticker of your choice


In the Sticker box, there are also memes available. You can either chose one or customize one yourself.

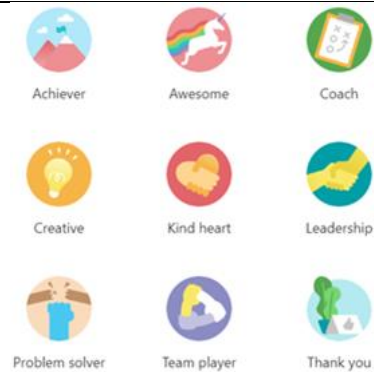


## Praise

*Praise* can be used to recognize your team members effort. It will be like giving a gift.



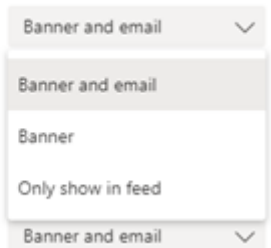
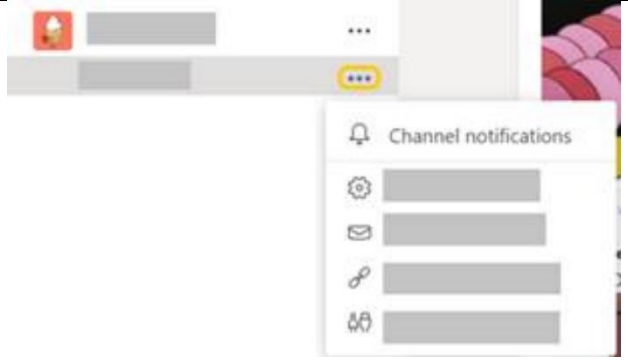
Deliver the *Praise* in chat or if you wish to make a wider recognition, post the *Praise* in a channel.

1. Start composing a message in a chat or a channel
2. Select *Praise*  below the message box
3. Choose a badge
4. Add the name of the person or people you want to recognize + a description
5. Select *Preview* and *Send* when it is ready





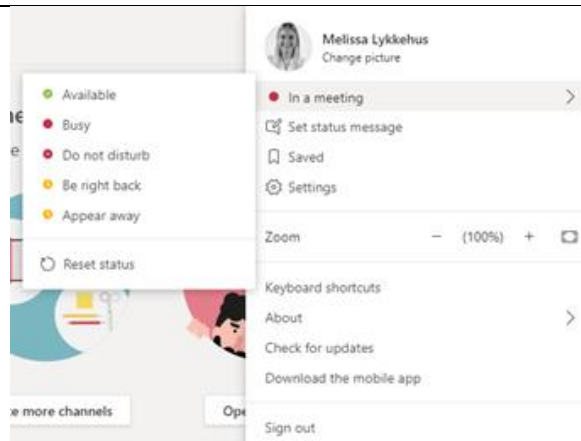
## MANAGING TEAMS

Managing Notifications	
<p><b>Notifications</b></p> <ol style="list-style-type: none"> <li>Click on your profile picture at the top, right corner of Teams</li> <li>Select  <b>Settings</b> &gt;  <b>Notifications</b></li> <li>Here you can manage all the notifications you receive and how and where they pop up</li> </ol>	<p><b>Mentions</b></p> <p>Personal mentions</p> <p>Channel mentions</p> <p>Team mentions</p> <p><b>Messages</b></p> <p>Chat messages</p> 
<p><b>Turn off notifications for specific channels</b></p> <ol style="list-style-type: none"> <li>Go to a channel and select <b>More options</b> <b>***</b> &gt; <b>Channel notifications</b></li> <li>Choose here your notifications, and where they show up</li> </ol> <p>By default, channel mentions are turned off and all new posts will only show in Activity.</p>	
<p><b>Turn off notifications for specific conversations</b></p> <ol style="list-style-type: none"> <li>Go to the beginning of a conversation in a channel</li> <li>Go to the top right corner of the message and select <b>More options</b> <b>***</b> &gt; <b>Turn off notifications</b></li> <li>This will stop you from receiving updates for that specific conversation. You will still receive notifications if someone directly mentions you.</li> </ol>	




## Activate 'Do Not Disturb' mode

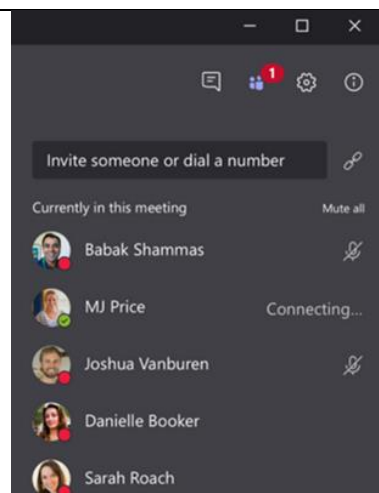
You can use this feature if you need focus time or when you want to prevent pop-up distractions from Teams during presentations! This won't change your notification settings, but it will mute notifications until you change your status again.



1. Click on your image on the top right corner
2. Click on your status
3. Select **Do not disturb**
4. When you want to deactivate the setting, follow the same steps and choose a different status




## Managing participants in meetings

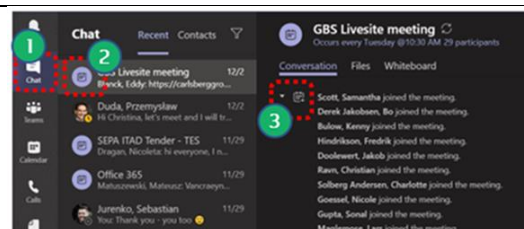
1. Click **Show participants**  in your meeting control bar to see a list of the people *in the meeting*, as well as those who were invited, but have not joined
2. To ask someone to join who was already invited, select their name > **More options**  > **Ask to join** 
3. To ask a new person to join, type in the name at the top bar



To invite more people from your **mobile device**, just select More options   
> **Show participants**  in your meeting controls.

To see who attended a meeting:




1. Select **Chat**
2. Select the meeting of interest
3. Click on  to expand the list of people who joined the meeting

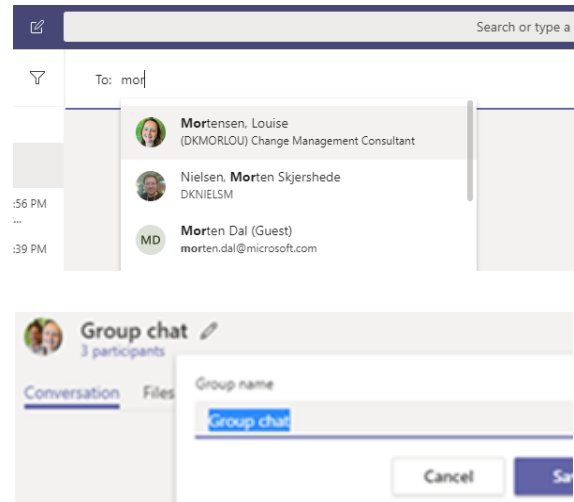


Any meeting will appear in the chat history – even if no one posted any messages during the meeting.



## Group Chat

### To start a Group Chat

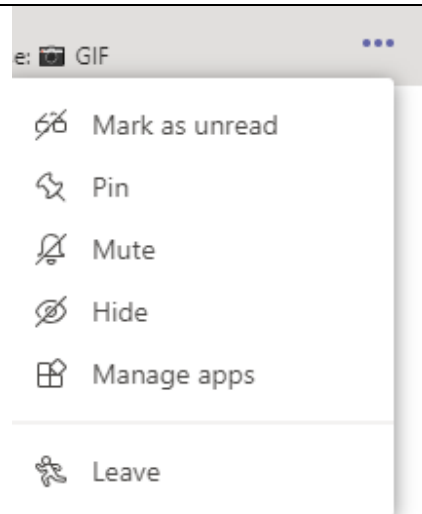
1. Click **'New chat'**  in the top bar and start typing the names of the people you want to add to the Group chat.
2. Click on the arrow  in the side of the **To field** and enter a name in the **Group name**. You'll see the name at the top of the group chat.
3. To rename a group chat, select **Name group chat**  at any point.



### Pin your most frequently used chats


1. Pinning is a great way to keep track of a chat
2. To pin a chat, highlight the chat, then select **More options**  >  **Pin**.

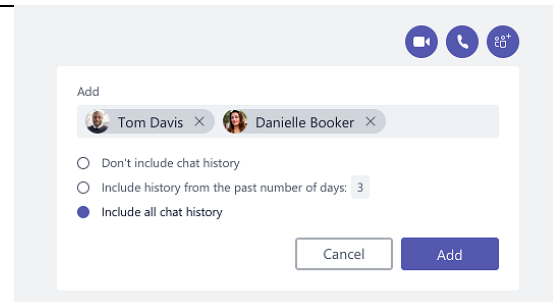
If you have several pinned chats, you can drag and drop them in the order of your choice. Unpin the chat when you don't need it anymore. There's a limit of 15 pinned chats.



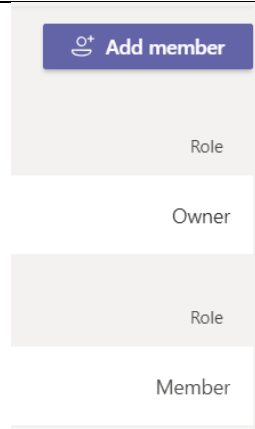
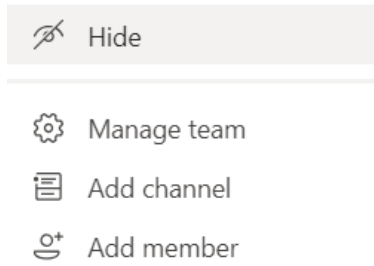
### 3. Select how much of the chat history to share with new members

When you want to add someone to a group chat, you have a few choices about how much conversation history you think they should see.

1. To see your choices, select **Add people**  in the top right corner of Teams.
2. Then, type the names.



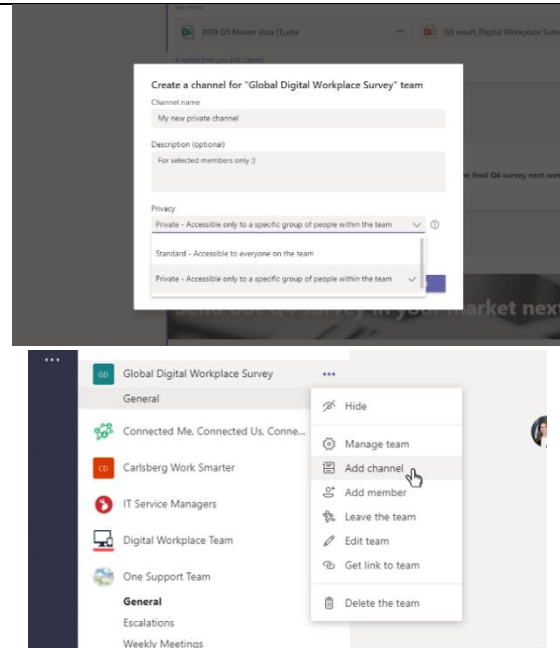
<p>3. Then, select how much of the chat history to include, and click <b>Add</b>.</p> <p>Teams saves the whole chat history, all the way back to the first message. And if someone <u>leaves the group</u> their chat messages are still kept in the chat history.</p>	
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<h2>Team management</h2>	
<p>As an owner of a team, you can at any time add new members by clicking the <b>More options</b> <sup>...</sup> next to the Team name and select <b>Add member</b>.</p> <p><b>Here is how you remove or change roles of team members</b></p> <ol style="list-style-type: none"> <li>1. Click <b>More options</b> <sup>...</sup> and <b>Manage team</b></li> <li>2. On the member tab, you can moderate the roles of the user, select the arrow under <b>Role</b></li> <li>3. Select either <b>Member</b> or <b>Owner</b></li> </ol>	 <p>The screenshot shows a blue button with a plus icon and the text 'Add member'. Below it is a dropdown menu with the label 'Role'. The dropdown is open, showing 'Owner' and 'Member' as options. The 'Role' label is repeated above each option.</p>
<p><b>Request to add new member (if you are not the team owner)</b></p> <ol style="list-style-type: none"> <li>1. Requesting adding new members, can be done by selecting the team and click on <b>More options</b></li> <li>2. Choose <b>Add member</b> in the dropdown menu</li> <li>3. Then you select a name or email address and send your request to the team owner</li> </ol> <p>The owner of the team will afterwards get a notification and can accept the new member</p>	 <p>The screenshot shows a grey button with a crossed-out eye icon and the text 'Hide'. Below it are three options: 'Manage team' with a gear icon, 'Add channel' with a document icon, and 'Add member' with a plus icon.</p>

## Private Channels

### Create a private channel

1. Go to the team you want to create the private channel for and choose **More options** **> Add channel**
2. Enter a name and description for your channel
3. Under **Privacy**, click on the arrow on the right, and select **Private – Accessible only to a specific group of people within the team**
4. Select the relevant members who can have access to this channel



## Forward E-mail to Teams

1. Go to your channel and **click More options** **> Get email address**
2. Click Copy
3. Open the mail in Outlook
4. Forward the mail to the channel by pasting the channel email (Ctrl+V) in the To... address

### Get email address

See [advanced settings](#) for more options.




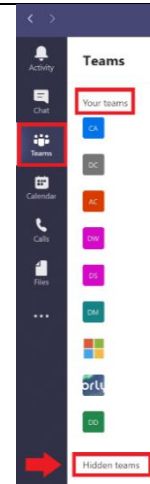
## Hide Teams & Channels

### My Teams

When you join a new team, it's automatically shown in your teams list. However, if for a while you have not been active in the team, it will be hidden.


If you can't find one of your teams:

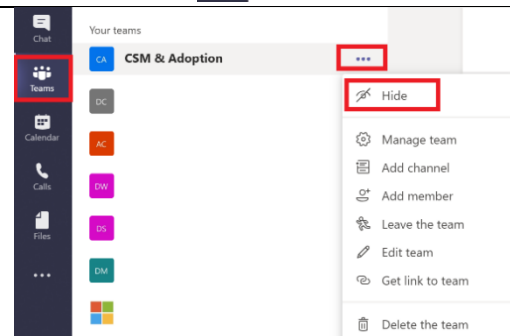
1. Scroll to the bottom of your teams list and select **Hidden teams**
2. To change the setting, select **More options** **>**  **Show**





### Hide a team or channel

If you want to hide a team or a channel to in your teams list:

1. Go to a team or channel name and select **More options** **>**  **Hide**



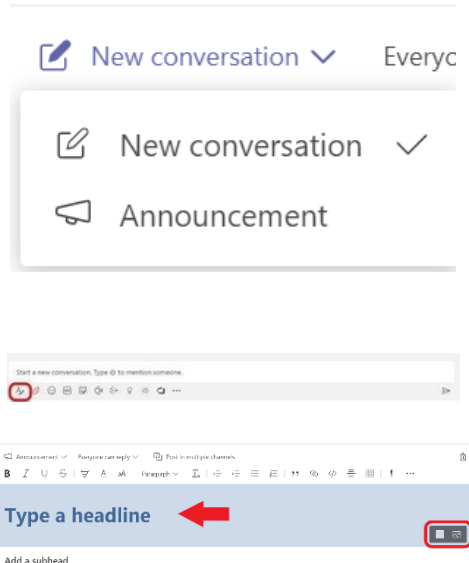
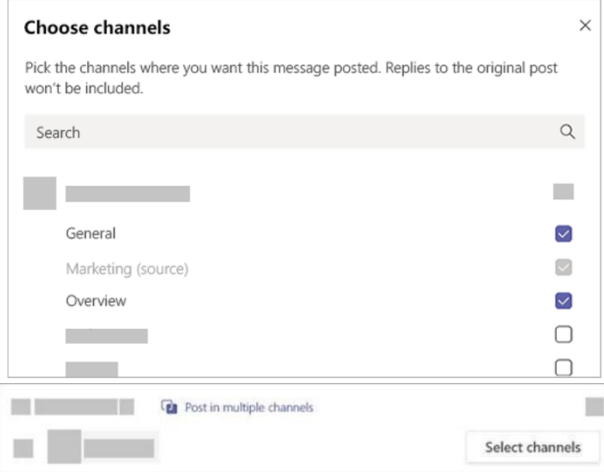




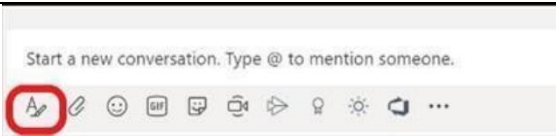
**Hiding a team** will remove it from your teams list, but you can always access or show it again by selecting **Hidden teams** at the bottom of the teams list, then **More options** **>**  **Show**

**For hidden channels**, go to the bottom of the team, open the hidden channels list, then **select More options** **>**  **Show**


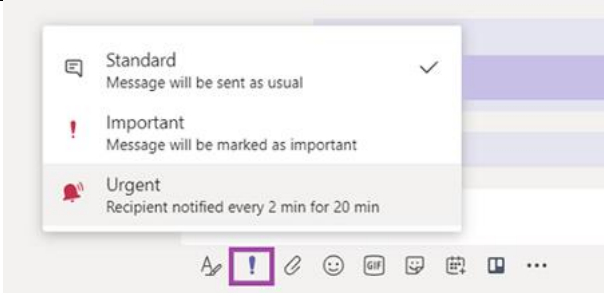
## Make more noticeable posts

You have something very important to share with your colleagues and you want to make sure they notice the message in the crowd.

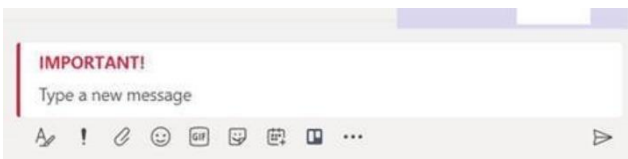
<p>You can mark your post as either an <b>Announcement</b> or/and as <b>Important</b>. But when to use what? Per definition, an <b>Announcement</b> does <b>not</b> require a response, but it is something we want people to know.</p> <p>If we mark a notification as '<b>Important</b>', we need people to maybe both <b>read it and act on it</b>.</p> <ol style="list-style-type: none"> <li>1. Start a new post in a channel</li> <li>2. Select <b>Format</b>  under the box where you type your message</li> <li>3. At the top choose <b>Announcement</b></li> <li>4. Type in your headline</li> <li>5. If the message is <b>important</b>, click on  in the right side</li> </ol> <p>You can choose <b>another background</b> for the headline (color or image) by clicking on the edit icon in the lower right corner if you want to give the message more attention.</p>	
<p><b>Post in multiple channels across teams</b></p> <ol style="list-style-type: none"> <li>1. In the announcement select Post in multiple channels &gt; Select channels.</li> <li>2. Choose the channels to post in or use search to find a channel. You can only post in teams where you are a member.</li> <li>3. Select Update. The To field now shows the channels the message will be posted in.</li> <li>4. Type your message and select Send. Your announcement is now posted in all the selected channels.</li> </ol>	
<p><b>Use the subject line for any new post</b></p> <p>In the Posts feed in the teams channels there can be a mix of a lot of different topics. To help your team members, it is good practice to put in a header, so it is clear what the topic in each thread is... Just like you would put in a title in the subject line in an email.</p>	





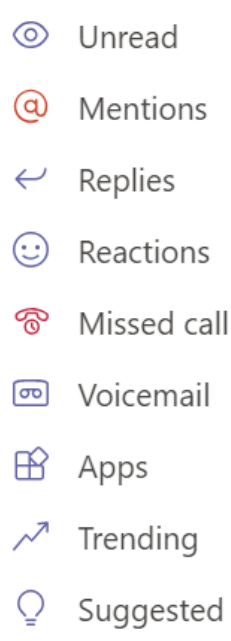

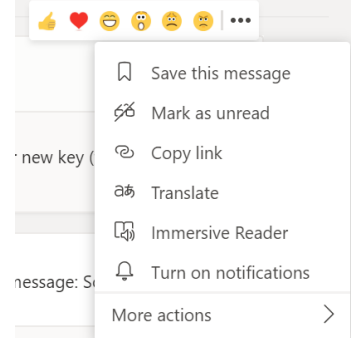
<ol style="list-style-type: none"> <li>1. Start a new post in a channel</li> <li>2. Select <b>Format</b>  under the box where you type your message</li> <li>3. Type in your subject</li> </ol> <p>Your team members can now, much more easily, see what each post in the channel is about.</p>	
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## @Mention and message priority

<p><b>Is your post in Teams a 'To' or a 'Cc'?</b></p> <p>You want your new post in your Teams channel to be noticed by specific people or maybe the whole team. You can use the previous tip about adding a <b>Subject</b> or making an <b>Announcement</b>, but to make sure specific people see the post, use the <b>@mention</b> feature.</p> <p><b>To get one or more team members attention in a channel conversation or a chat:</b></p> <ul style="list-style-type: none"> <li>• Type @ before their name and then select them from the menu that appears</li> </ul> <p><b>To get the attention of an entire team, try one of these:</b></p> <ul style="list-style-type: none"> <li>• Post something in the Team's general channel. The channel name appears bold for every team member</li> <li>• Type <b>@team</b> to message everyone on that team</li> <li>• Type <b>@channel</b> to notify everyone who has favorited that channel</li> </ul> <p>If you are not @mentioned, then it is like being Cc in an email. You are welcome to contribute to the conversation, but it is not expected.</p>	
<p>If you want to make sure people pay attention to your <b>chat</b> message, mark it as important or urgent. To do that, select <b>Set Delivery Options</b>  beneath the compose box, and then select <b>Important</b> or <b>Urgent</b>. That adds the word "IMPORTANT!" or "URGENT!" to your message. You can of course also include files, links, or pictures.</p>	



<p>To undo the urgent or important setting, instead select <b>Standard</b> from your delivery options, and the message will be sent as a regular chat message.</p> <p><b>Note!</b> An urgent message will notify a person or group repeatedly, <b>every 2 minutes</b> for 20 minutes, or until they read it. Don't misuse this feature, it will <i>not</i> make you popular.</p>	
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Activity Filter and Bookmark	
<p>When a red circle with a number appears on <b>Activity</b>  in the left navigation bar, you have a notification, such as an @mention or a reply in one of your Teams channels. These notifications remain in your feed for 14 days. After that they expire and no longer show in your feed.</p> <p><b>Activity filter</b></p> <ol style="list-style-type: none"> <li>1. Select <b>Activity</b>  in the left menu bar to see your Activity feed – a summary of everything that's happened in the team channels you follow.</li> <li>2. Select  You can now type in text to search for or if you click the <b>More options</b>  you can select different types of notifications.</li> </ol> <p>For a more specific feed, go to the <b>Feed</b> menu and select <b>My activity</b>. You'll see a list of everything you've been up to lately in Teams.</p>	
<p>In Teams you will often have a task, or maybe a post you want to follow up on. You can save a message, or more accurately a position in a conversation or chat:</p> <ol style="list-style-type: none"> <li>1. Go to the message, click <b>More options</b>  and <b>Save this message</b></li> </ol>	

2. You can recall all your saved messages by clicking on your profile picture top right and select **Saved**

This gives you a list of all your saved posts and chat messages. Click on any of them to review.

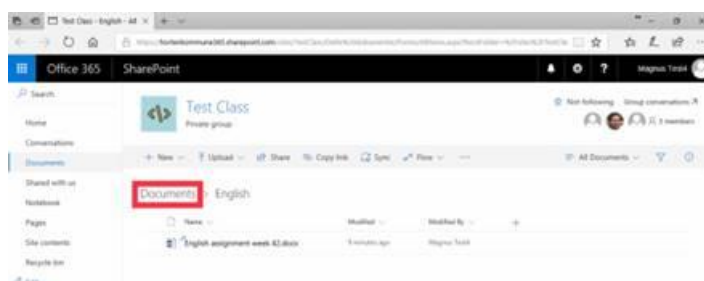
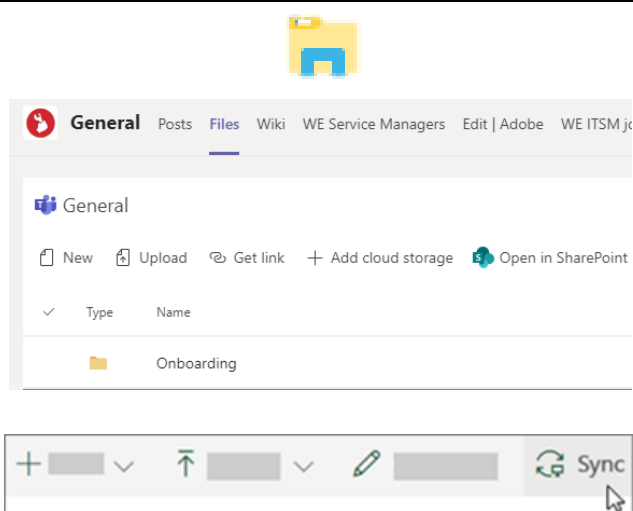
## Sync to files explorer & navigation

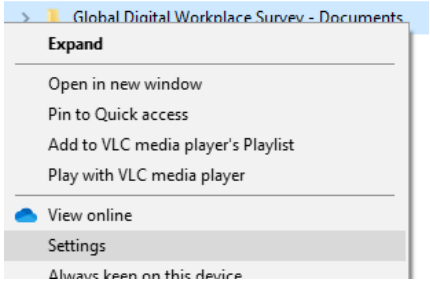
In your digital workplace, you probably have files stored in many locations; your OneDrive, SharePoint document libraries and even **not recommended** places like old file shared drives (e.g. N-drive) or your local computer.

When you want to easily move or copy or save files to any of these locations it is valuable to have access to **all of these folders** in your File Explorer.

### Sync you Teams folders to File Explorer

3. In Teams, select the team and channel you want to sync with your File Explorer
4. Click on the Files tab and click **Open in SharePoint**. (SharePoint will now open the Teams document library).
5. If you want to sync files from the **current channel only**, click on the **Sync** button in SharePoint. The files in that channel will now be synced to your File Explorer.
6. If you want to sync files for an **entire team (all channels)**, first click Documents in SharePoint and then **Sync**.
7. Your synced Teams (and SharePoint) folders is displayed in the File Explorer under your organizations name



<p>If you prefer to keep only <b>a subset of the channels</b>, in File Explorer, right click on any of your synced folders and select <b>Settings</b> and then <b>Choose folders</b>.</p>	
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