MICROSOFT TEAMS TIPS & TRICKS

Microsoft Teams is a comprehensive platform that allows you to work closely with teammates, no matter where you are, but some people may not be aware of all that Teams is capable of. Here's some tips and tricks to help you get the most out of Microsoft's collaborative hub:



Title Chats

Make your group chats more meaningful! You can give your groups a name so they're easier to find later. Once you have started a group chat, just click the pencil next to the group member names to give it a customized name. That way you can search for it faster, and make it easy to use!

Forward Emails to Teams Channels

We all depend on email. But Teams uses email too! Click on the ellipses next to any channel name and select **Get email address**. That will create an email address for that channel. Then you can simply forward messages or even documents straight to Teams!

Use SharePoint to Share & Store Files

SharePoint is used by many for secure file storage, but it is also highly integrated with Teams. This means that in every channel, you can click the files tab to share files with team members via SharePoint, or access SharePoint files already shared to the channel. Team members can collaborate on files shared to a channel using Office Online or an Office desktop app.

Posts Files Meeting Notes Wiki



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Chat

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Collaborate on Files

Attach a file to any message by selecting **Attach** below where you write your message. Once you send the file it'll automatically appear in the Files tab above the channel or message so anyone can get to it.

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Manage Notifications

Notifications keep you current with what's happening in your teams. There are two places where you can manage your notifications. First, you can select your picture at the top right of Teams, choose **Options > Notifications**. Or, control them at the channel level. Select **More options ... > Channel notifications** next to the channel.

Assign Tags

Channel tags allow you to tag groups of people in messages. To create and assign tags, select **Teams** on the left side of the app, and then find your team in the list. Select **More options**, and then choose **Manage tags**.



Keyboard Shortcuts

Using the keyboard shortcuts on teams can improve you efficiency and help with your overall navigation of the platform. See below for a list of shortcuts that you can use to maximize your user experience.

Global

Show Keyboard Shortcut	s Alt + /	Search	Alt + E						
New Chat	Alt + N	Open Settings	Alt + G						
Open Help	Alt + H	Close/Move Focus	Esc						
List Slash Commands	Alt + K								
Navigational									
Open Activity	Alt + 1	Open Chat	Alt + 2						
Open Teams	Alt + 3	Open Meetings	Alt + 4						
Open Files	Alt + 5	Previous List Item	Alt + Up						
Next List Item	Alt + Down	Previous Tab	Alt + Left						
Next Tab	Alt + Right	Reorder Team (Up)	Ctrl + Shift + Up						
Reorder T	eam (Down)	Ctrl + Shift + Down							
Jump to Slash Command Alt + Shift + G									

Mention Teammates

In a channel, on the Posts tab, type a message in the box. To get a team member's attention, type @ and then start typing their name. The message will be flagged for them.





Search Bar Commands

The search bar at the top of your teams window can also be used as a command bar. Below is a list of commands that you can type into the search bar to use as shortcuts to navigate teams.



Web App

You can use Microsoft Teams on any system without having to download the desktop app, all by using their convenient web app. When you get a link to join a team, click the link, then when prompted in your browser, simply click **Use web app instead**.

Mobile Apps

Microsoft offers mobile apps for Android, iOS, and Windows Mobile devices to keep you in contact, even on the go. The app emphasizes team chats and channels without additional clutter, keeping it simple to collaborate from anywhere. To get started, download the Teams mobile app to your device, and use your company's credentials to log in.

Planner App

One of the apps that you can use within Teams is Microsoft Planner. Planner offers a space in which you can assign and delegate tasks for yourself and team members, enabling everyone within the group to stay up to date on objectives, as well as view others' progress. Planner can be accessed through the Apps section and can be pinned to the taskbar. To create a new task, simply click the plus sign.



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Available across Mobile platforms







Urgent & Important Messages

If you want to convey a sense of urgency or importance in your messages, Teams allows you to mark them as such. Whenever you'd like to do so, click on the exclamation mark icon below the text bar in a chat, then select **Urgent** or **Important** as you deem necessary. Messages marked as urgent will notify the recipient every two minutes for 20 minutes after sending the message.



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Bookmark Content or Messages

Creating a bookmark allows you to save content to later reference, giving you easy access to frequently used information. To do so in a chat, click the bookmark icon on the right-hand side of a message. To reference bookmarked items, type **"/saved"** in the search bar at the top of the window, or go to **Saved** in the drop down menu of your icon in the top right corner.

Pop Out Chat

Recently, Microsoft released the ability to pop out a chat into a separate window. In the Chat window, find the name of the chat you want, then select **More Options > Pop out chat**. You can also double-click the chat to pop it out as a new window.





Channel Email Addresses

Within Teams, you can use a custom address to send emails to a Team of your choice. Beside the desired Team or channel, click the three ellipses, then select **Get email address**. From there, you can copy the given email address and use it to send a message directly to that given team or channel. Within the advanced settings option, you can also set who is allowed to send emails to the email address. €^{*} Pop out chat

Guest Access

Guest access allows teams in your organization to collaborate with people outside your organization by granting them access to existing teams and channels in Teams. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can participate as a guest in Teams with full access to team chats, meetings, and files. Guest access is an org-wide setting in Teams and is turned off by default.

Guest access

Guest access in Teams lets people outside your organization access teams and channels. You can used the settings bellow to control which features quest users can or can't use. Learn mone

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Meetings or group calls conducted in Teams can be recorded. so vou'll never have to worry about missing any important information. When you want to record, first start or join the meeting, then click More Options and select Start Recording. To end the recording, click More Options and select Stop Recording. The recording is then saved to Microsoft Stream.







Pinning Apps & Channels

Keep your priority channels and most used apps readily available by pinning them for easy access. To pin a channel, click the three ellipses and select Pin. To pin an app, click Add apps under the currently pinned apps. Once you've located the app you'd like to pin, click Add.





Reposition Teams



Make Private Channel

If there's a specific project that only needs the attention of a few team members, you can make a private team to which only these team members have access. This facilitates communication between certain assigned people without creating a brand new team. Lock icons will indicate if a channel is private or not, and members of the private channel will only be able to see who has access and partake in conversations within that channel. Within the desired team, choose More options > Add channel. Once you add a name, go to **Privacy**, select the arrow on the right, then select **Private – Accessible only** to a specific group of people within the team. the n select Add.

Change Meeting Background

Especially as remote work becomes the new norm, you may be worried about your home workspace not being very presentable for a professional meeting. When using the video feature in Teams meetings, you can blur your background, use one of Microsoft's preset images as your background, or select your own image. You can do so by going to **"Background Effects"** before entering a meeting or selecting **More actions** > **Show background effects** while in a meeting.





161 Fort Evans Rd. NE. Suite 325 Leesburg, VA 20176 (800) 385.7856 www.bravocg.com



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