

# 10 tips you may not know about Microsoft Teams

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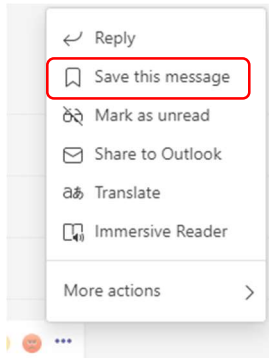
## Synched calendars

All meetings in your Outlook calendar are synched across to your calendar on Teams so they match and you can use either Teams or Outlook to join or create a meeting.

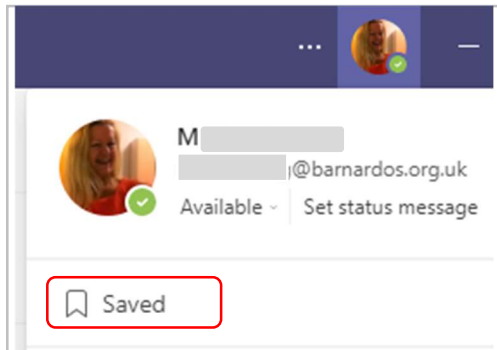
You do not have to do anything to synch these calendars.

## Save chat messages

You can save messages that someone has sent you in a Chat. Click onto the ellipsis (the 3 dots) on a message and choose 'Save'.



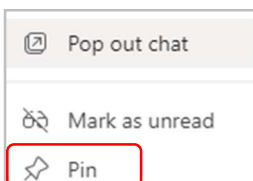
They will then be found in your account, which is where your picture/initials are. Go to the 'Saved' section to see your saved messages.



## Keep important chats handy

You can pin chats to keep them at top of the list if you have any that you access regularly.

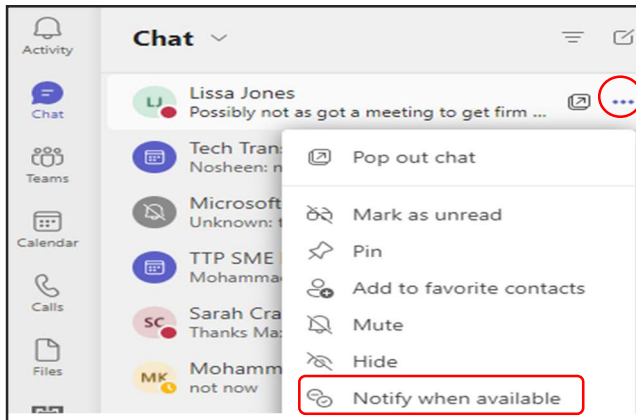
Click onto the ellipsis (...) next to the chat in the chat space and choose Pin.



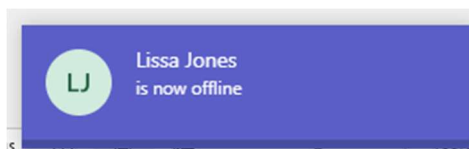
## Notify me when someone becomes available

If you are waiting to speak to someone but they are showing in Teams with a status of busy, do not disturb, away, etc, you can set a notification for Teams to let you know when they become available.

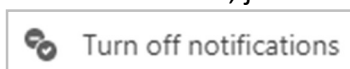
In the Chat space, click the ellipsis of the chat with the person you want to know about, then choose 'notify when available'.



You will then get a banner notification in bottom right of your screen whenever the person changes status.

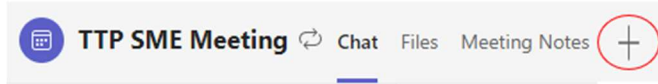


To switch this off, just do the same and choose 'turn off notifications' instead.



## Add tabs to chats

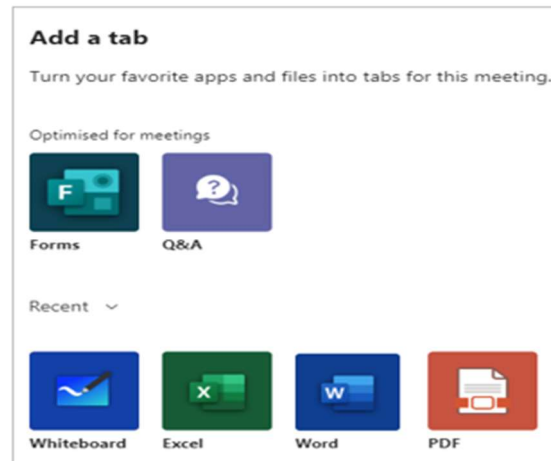
You can add tabs into your chats. Tabs run along the top of each chat regardless of whether it is a meeting chat or an instant messaging chat. There are those that automatically appear, such as Chat and Files, but you can add your own by using the Plus sign.



Just choose the tab(s) you want to add. For example, add Forms if you want to run a poll during your meeting, Whiteboard if you and your colleagues want to brainstorm on a digital canvas.

If you want or need quick access to a Word, Excel or PowerPoint file in a Teams chat, you can add the relevant tab. This makes it much easier than trying to find the file by scrolling through your chat.

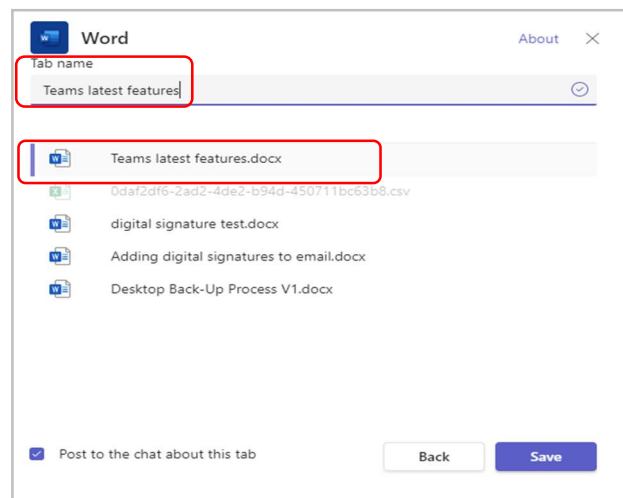
**Note:** Before adding the tab, the document must already exist in the chat.



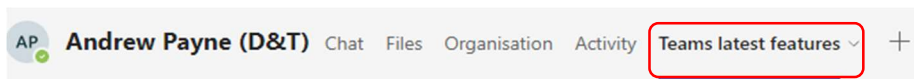
For example, click onto Word and you will get a list of any Word documents already in your chat.

Click onto the one you want to make a tab for – in this example it is 'Teams latest features'.

You can rename the Word/ Excel/ PowerPoint tab to reflect the name of the file. That way, you can just click onto that tab whenever you need to view that document, slideshow or workbook.



As you can see below, the tab for the above document now appears in the Chat's tabs along the top

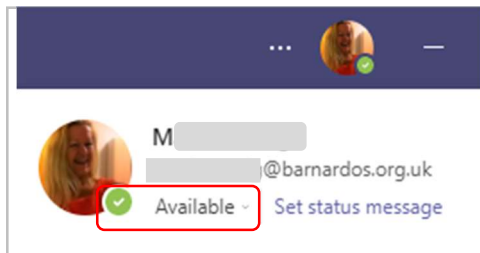


Once shared as a tab, you can then co-edit, comment or review within a real-time chat much more easily. The document is the live file, not a copy.

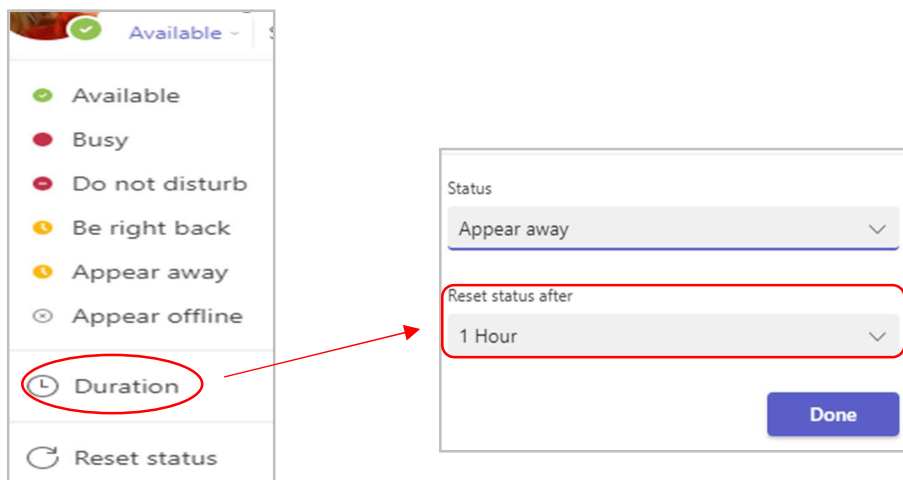
## Set your own status

If you want to make sure people know when you're busy or away from your desk, you can set your own status in Teams and over-ride the auto-status. Teams will automatically set the status in some cases, such as when you're in a call ('busy') or sharing your screen in a meeting ('do not disturb').

But to set it yourself, go to your profile at the top of Teams and select a status from the list under the dropdown arrow.

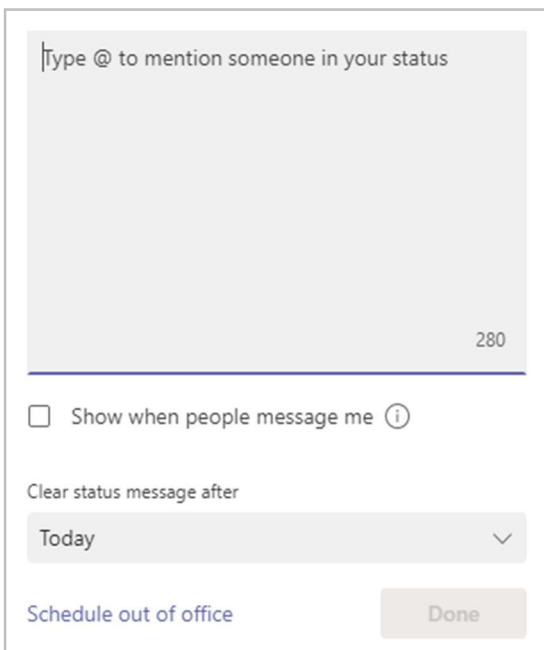
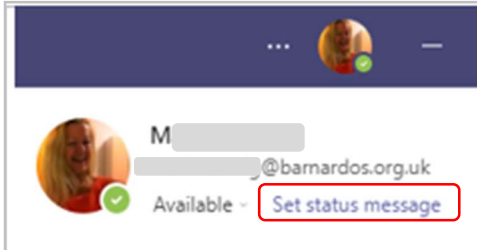


You can also use the 'Duration' dropdown to set a time to reset your status – choose 30 minutes, 1 hour, 2 hours, today, this week or customise.



## Set a status message

You can type a message for others to see along with your teams status, giving them more information of what you are doing or where you are. Click onto the 'set status message' to type what you want them to see – e.g. if you will be out all day at a conference, etc.



## Reduce background noise

If you have to speak in a meeting but are aware of some background noise you have (such as drilling or dogs barking) you can reduce that noise.

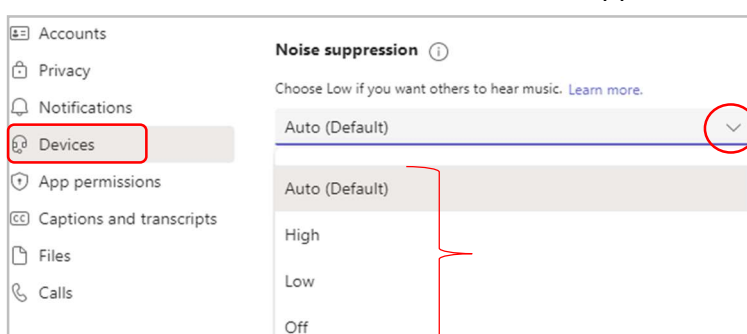
You can do this either before a meeting or during.

### From the main Teams window

1. Go into the ellipsis (3 dots) next to your picture/initials at the top right of Teams
2. Select Settings



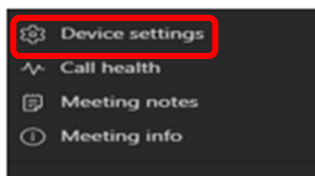
3. Select Devices on the left and under 'Noise suppression' select an option.



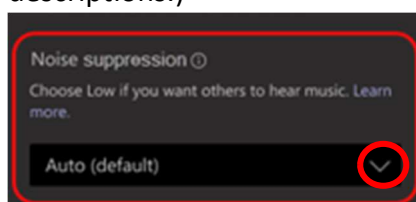
- **Auto** (default) - the Teams app decides on the best level of noise suppression based on local noise.
- **High** - suppresses all background sound that isn't speech.
  - *not available if the meeting is being recorded or live captions are on*
  - *Enabling this option uses more computer resource, e.g. your battery*
- **Low** - suppresses low levels of persistent background noise, such as a computer fan or air conditioner. Use this setting for playing music.
- **Off** - function is disabled. Use this setting for high-fidelity microphones in low noise environments.

### During a meeting

1. Go into the ellipsis of your meeting controls, then select 'Device settings'.



2. Under 'Noise suppression', select an option. (See step 2 above for option descriptions.)



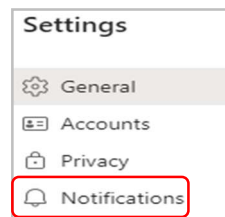
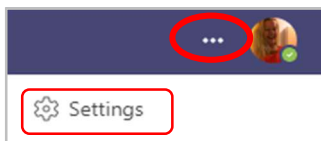
## Stop notifications from chats

If you are being distracted by too many chat message notifications, there are some things you can do to stop them, whether the chat is attached to a meeting or just an instant messaging group.

Firstly, if it is just one or two chats that are producing the surplus notifications, the simplest thing is to Mute the chat(s). Muting a chat means the messages still come in from others but you are not notified of them, leaving you to catch up on the chat's new messages when you have time.



Alternatively, if you want to switch off notifications for all chats, you can adjust it in Settings by choosing Notifications.



Then choose the Chat section and click onto Edit.



The Chat notification settings will open. Any setting with 'Banner' in it means you will get notified by a message in bottom right of your desktop screen.



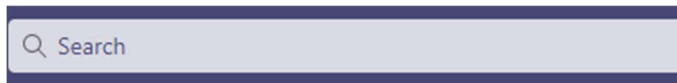
To only get notifications within the Teams app and NOT on your desktop, choose 'Only show in feed' or 'Off'. This means all notifications for that type of activity (@mentions, messages, etc) will be sent to your Activity Feed, which you can find at the top left corner of Teams.



## How to use Teams Search function

The Search bar along the top of Teams is really useful.

You can type @ into the bar and it will bring a list of people who you chat to most often.



Type a name in and it will bring up people with that name for you to choose from.

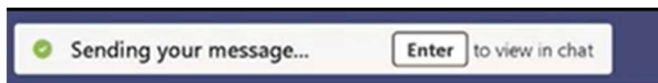
### Chat using Search bar

You can actually use the Search bar to have a conversation if you prefer.

Input **/chat** into the search bar and click enter, then you can choose a person it suggests or start typing a name in the Person field.



Then type your message (note that it will not check spelling errors this way). Then press the blue arrow to the right and your message will send.



Alternatively you can use the Search bar to perform all sorts of actions as long as you type / in first. If you type this character into Search, you can see a list of commands such as those below.

Command	Description
/	
/activity	See someone's activity
/available	Set your status to available
/away	Set your status to away
/brb	Set your status to be right back
/busy	Set your status to busy
/call	Call someone
/chat	Send quick message to a person
/dnd	Set your status to do not disturb
/join	Join a team