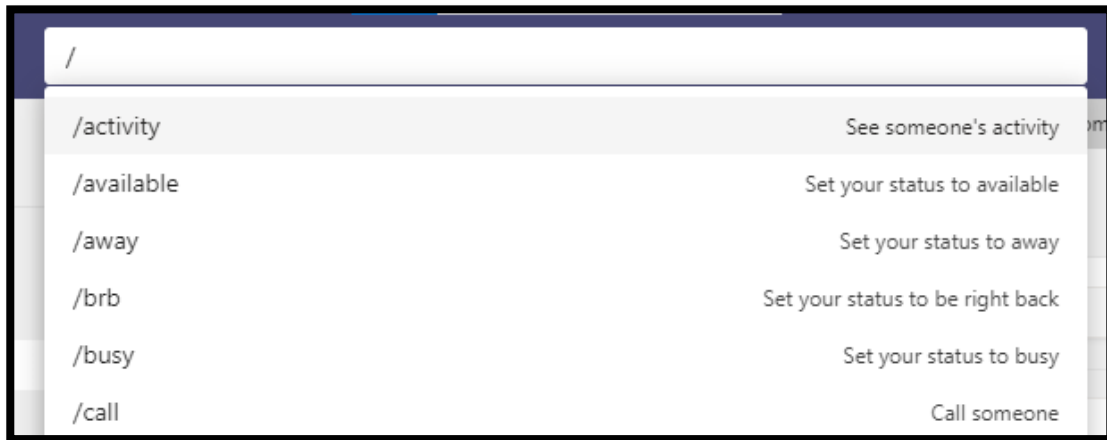
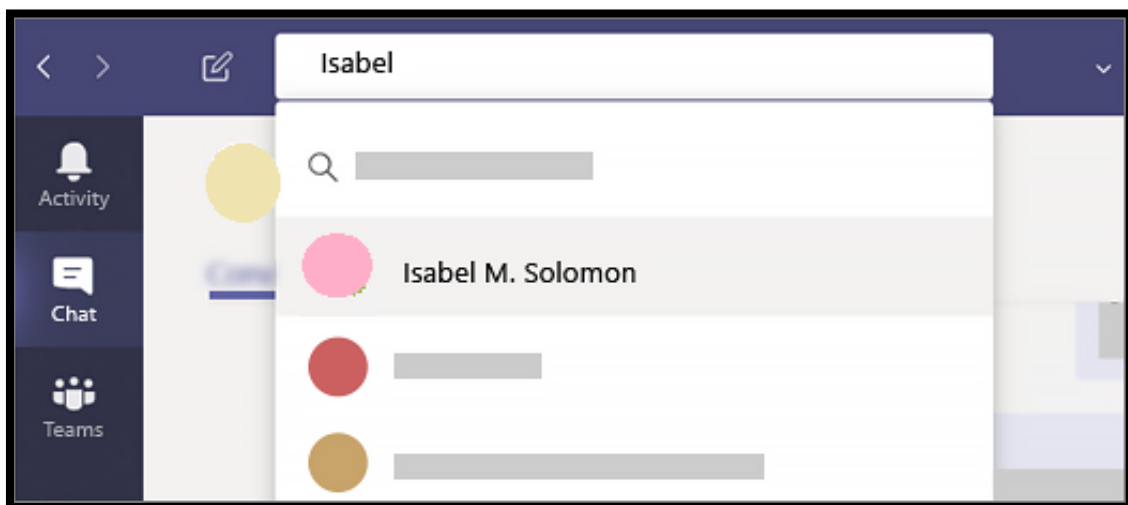


# Top 10 Microsoft Teams Tricks to Save You Time

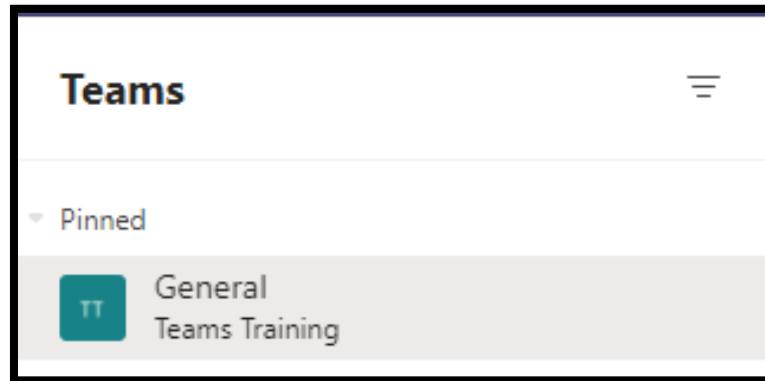
1. **Save time by using the Search Bar as a Command Line.** When you start the command with a “/”, the most frequent commands will appear. For example: /dnd (sets your status to “do not disturb”).



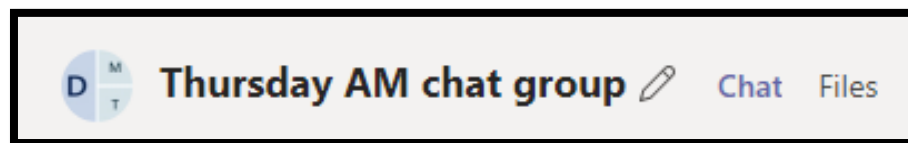
2. **Quickly Chat with someone by typing their name in the Search bar.** Once you click on their name, any existing chats will appear on the screen. If you have not chatted with them before, then it will start a new chat. This saves a lot of time trying to find previous chats and eliminates the need for you to find the chat in the Chat list.



3. **Mark your favorite Teams and Channels.** If you have favorite **Channels** that you use often, you can click on the ellipsis for that Channel and select **Pin**. It will then stay at the top of the list of Teams and Channels. If you have a favorite **Team**, you can reorder your Teams list and drag your favorite one to the top.



4. **Rename Group Chats so they can be easily found.** If you have more than 2 people in a chat, that is considered a group chat and can be renamed by clicking the **pencil icon** at the top of the chat. For example, you could name the group of people that you chat with every Thursday morning “Thursday AM chat group.”



5. **Add custom tabs to both Chats and Channels** so that you don't have to navigate to other windows while chatting. You can add additional tabs to a chat or channel by clicking the + button on the top. For example, you can add **OneNote** if you need a shared notebook, or **Whiteboard** if you need a shared whiteboard, or **Tasks by Planner** or **To Do** to organize tasks for your Chat or Channel.



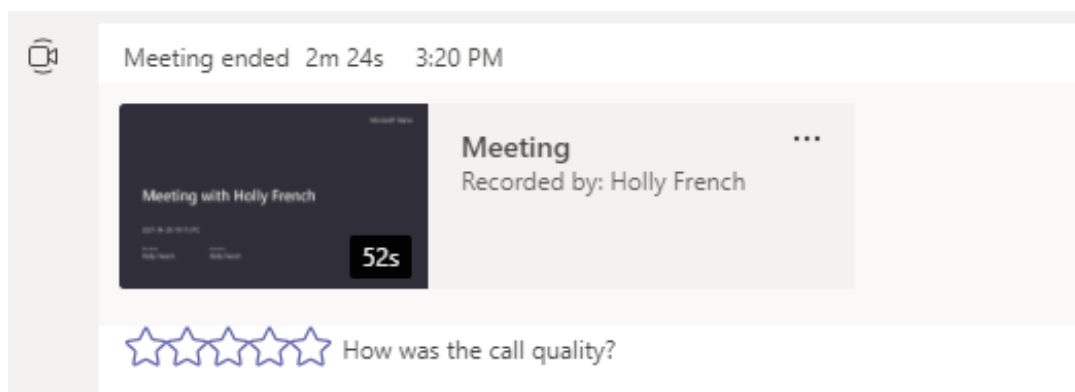
## 6. Use Message buttons to enhance your posts and engage your audience.

These buttons are found under the message box when typing a post.

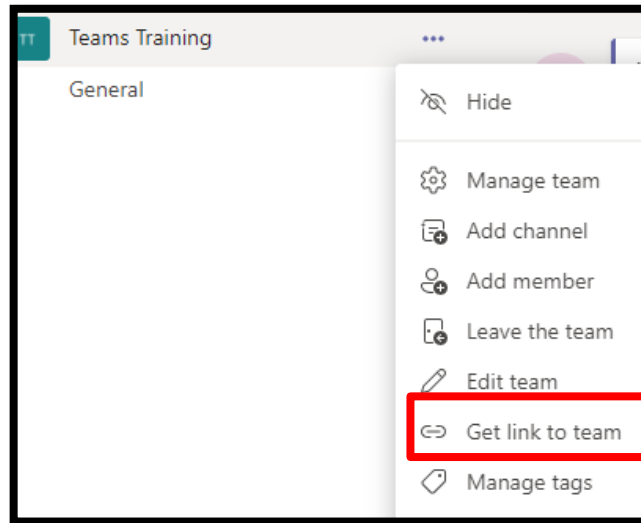


- Use the Format button to increase the size of the message box and add formatting
- Use the exclamation point to send urgent messages
- Use the paperclip to attach files from OneDrive or your computer
- Use GIFS, Stickers, and Praise to engage your audience
- Other buttons are available by clicking on the ellipsis and adding more icons like “Box” (if you have files stored on a Box account) or Forms (if you want to survey/poll your audience).

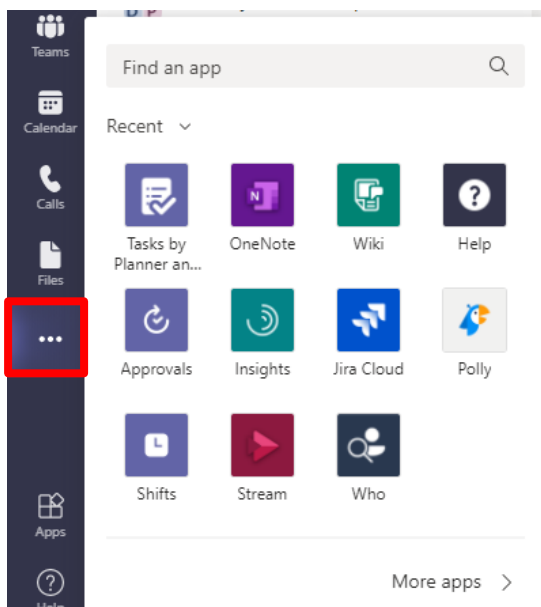
## 7. Use Stream to view Meeting Recordings and view Meeting Transcripts. Once you have recorded your virtual Teams meetings (by using the **Record** option under the ellipsis on the Meeting Control Panel) the meeting can be found in Stream (the MS365 video app). Stream can also generate a meeting transcript. The link to the recording can also be found in the Meeting Chat in the Chat button.



8. **Use Tags to create a subgroup within a team.** To create a Tag, click on the Team ellipsis and select **Manage tags**. Once you create a name for the tag (e.g., IT group) you then select the Team members that you want for this subgroup. Once the Tag is created, you can mention this tag name instead of mentioning each person individually.



9. **Be more Productive within Microsoft Teams!** Run more apps within Microsoft Teams by clicking on the ellipsis on the left bar.



How many buttons appear on the left bar of Teams depends on monitor size. To see additional buttons, click on the ellipsis to open additional apps including Files, Tasks by Planner and To Do, OneNote, etc.

10. **Use keyboard commands** to increase your efficiency while working in MS Teams. To get a list of all keyboard commands type **Ctrl+** while working in Teams. You can also type **/keys** in the search bar.