4 Handy Microsoft Teams features to take advantage of
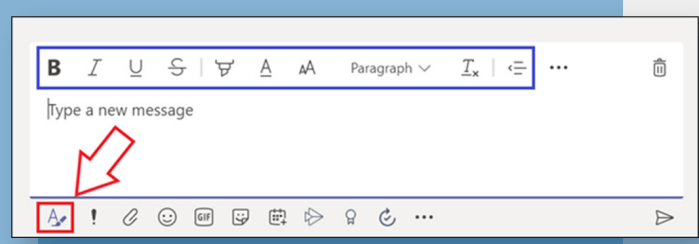
These hidden gem features can improve organisation, multi-tasking and professionalism at the click of a mouse.
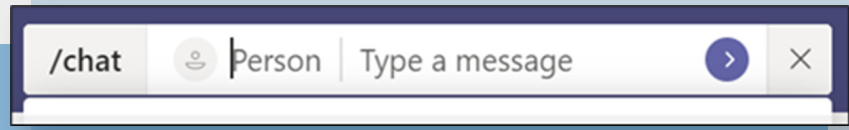
1 Rich messaging

Click the 'A' icon for a range of options for text formatting; bold, italics, underline and text highlight. Perfect for more formal and professional messages!

2 Search bar shortcuts

Use commands in the search bar to surface messages and files quickly. View the full command list in our blog.

Commands available include:
/available, /busy, /dnd – to set your status
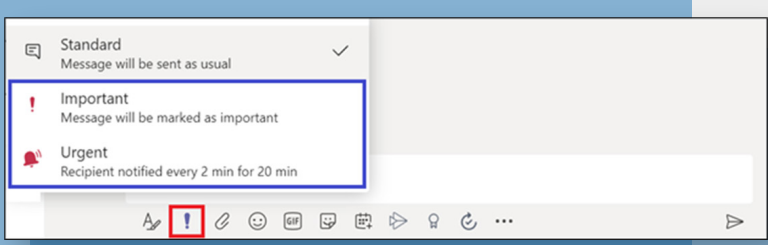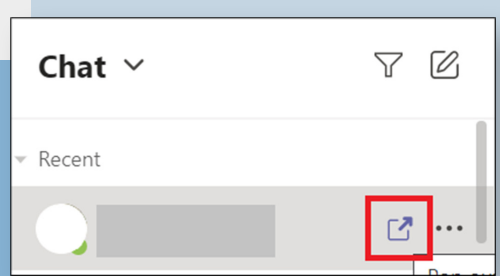*/chat and the person's name – to quickly send a message to a colleague*

3 Message categorisation

Tag messages that are important or urgent to encourage recipients to respond quickly.

Standard
Message will be sent as usual

! Important
Message will be marked as important

Urgent
Recipient notified every 2 min for 20 min

4 Pop-out chat

Pop out your chat window so you can do other things inside Teams and keep an important chat open – great for if you have a meeting!

To find out more about Microsoft Teams features

Contact us