



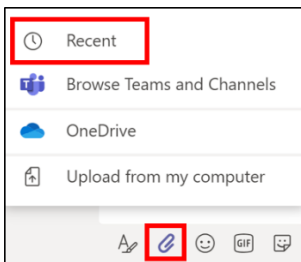
Microsoft Teams



Great new options when sharing a file in Teams!

In your Team conversation click the **Attach** icon. You can now select from **Recent** and **Browse Teams and Channels** and **Channels**. As well as still having the options to select **OneDrive** or **Upload from My Computer**.

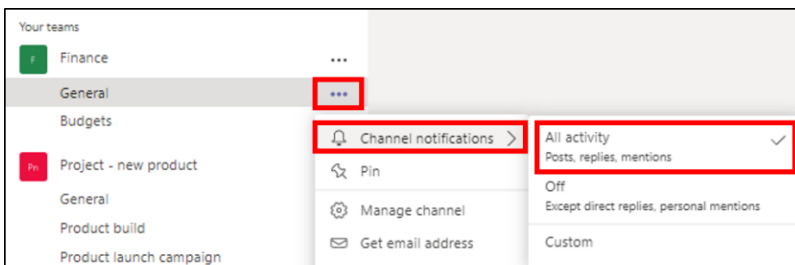
I love the **recent** option as I can quickly attach a file I've been working on without having to find it.



Channel Notifications

When a new team or channel is created - don't forget to setup your channel notifications.

By default, your notifications are switched off. Navigate to the each of your channels and select **More options** > **Channel notifications** > **All activity**. Or choose the **Custom** option and select your desired options.

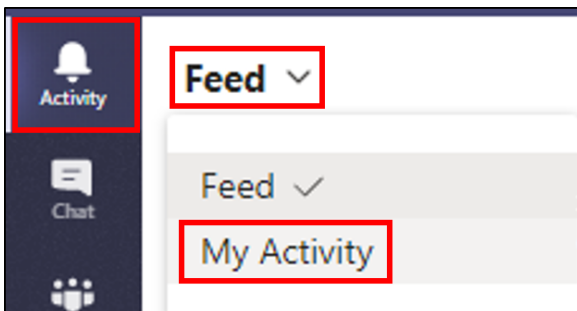




My Activity

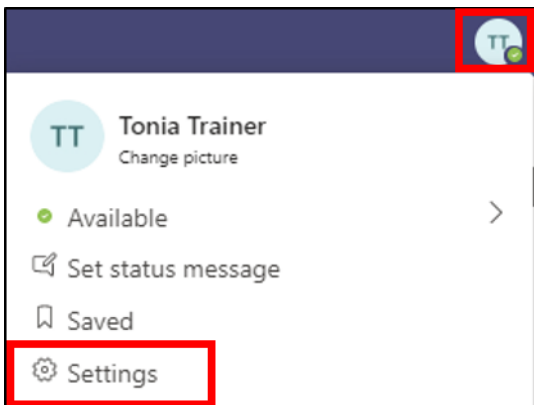
Find messages you have posted – equivalent to Sent Items in Outlook.

Quickly find messages you've recently posted by going to the Activity Feed - **Activity > My Activity** (option to change from 'Feed' at the top).



Follow a person's status in Teams

Have you ever been urgently trying to get hold of someone in Teams, but they may be busy on video calls and meetings?



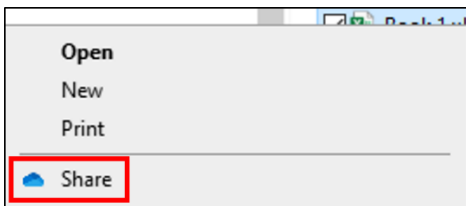
Teams has the function to alert you when that person becomes available.

Click your profile in the top right-hand corner of the Teams desktop app > **Settings > Notifications > Status - Manage notifications** > start typing the name of the person and then select when they appear.



Don't forget there are other reasons why people may appear unavailable. For example, they can set their status to busy or appear away if they don't want to be interrupted. Therefore, it's always worth following up with a chat message letting them know you need to speak to them urgently.

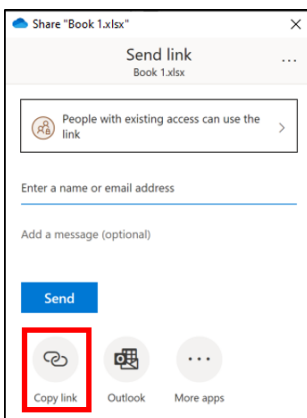
Sharing documents in messages



Have you ever been frustrated in Microsoft Teams when you have tried to attach a document to a message and it wants to upload a copy?

It's very important not to accidentally generate more than one copy of a document when using Teams. I'm a firm believer of only having 1 version of the truth!

My tip is to ignore the 'Attach' button in the message and paste a link to the document instead. You can use this technique in Outlook too.



You can obtain a file link through the 'Share' option (either in the document or when you right click on the file). If you have previously setup the sharing permissions, select 'People with existing access' and then use the 'Copy Link' button. Alternatively, setup your sharing options and then use the 'Copy Link' button.

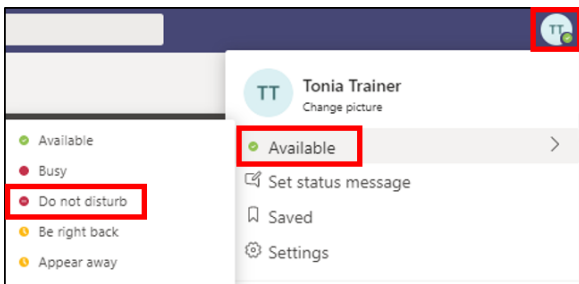


An even quicker way to get the link (if you've already shared the document previously) is to use OneDrive online in a web browser. Click the 3 x dots (more options) next to the document > Copy Link.

You can now paste that link into a Teams or Outlook message.

Avoid Teams distractions

If you need some concentration time without being disturbed by Microsoft Teams messages - set your status to 'Do not disturb'.



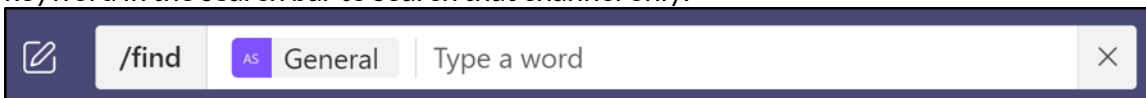
Easily change your status in Teams by selecting your profile > **Do not disturb**.

You'll only get notifications for urgent messages and from priority contacts.

To setup priority contacts select your profile > **Settings** > **Privacy** > **Manage priority access**.

Search within a channel

Go to the channel you want to search and then press **Ctrl + F** (or **Cmd + F** for Mac). Then type a keyword in the search bar to search that channel only.



This also works in private chat messages and groups.

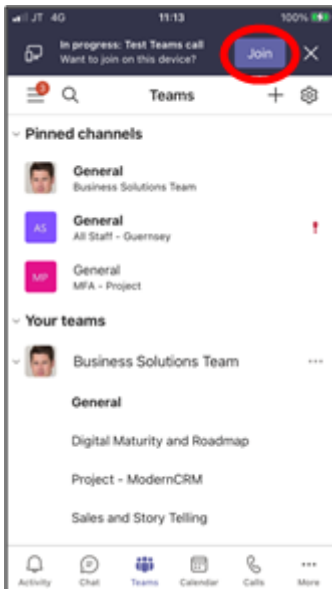


Switching devices whilst on a call

Now all our meetings are virtual and sometimes time consuming, it's important to know how to switch to another device. Have you ever been stuck on a Teams call for what seems like an eternity and you haven't had time for a coffee or lunch – no problem 😊 switch to your mobile device and carry on with your meeting whilst you pop the kettle on.

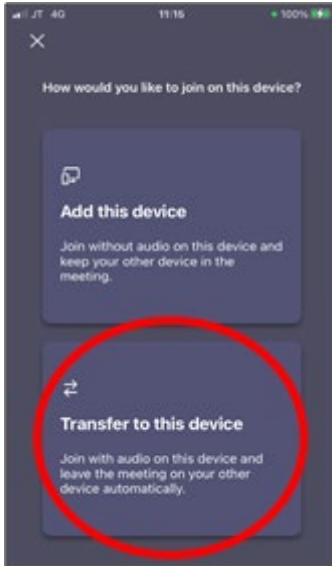
This is how to do it and you can do this either way from Teams desktop to mobile or from mobile to desktop.

1. Make sure you are logged into Teams with the same account on both devices.
2. If you're in a Teams call on your desktop app >> launch the mobile app.
3. Select the **Join** button at the top of the screen





4. Select Transfer to this device



5. Select your video, mic and speaker settings and select **Transfer now**
6. Your desktop app will notify you that the meeting has been transferred and you will be able to carry on the meeting from your mobile device

To transfer back again to the same meeting from your desktop app complete the following: -

1. From the Teams desktop app go to your Calendar and select the **Join** button for your meeting



2. Select your video, mic and audio settings and select **Join Now**
3. Hang up the meeting from your mobile device