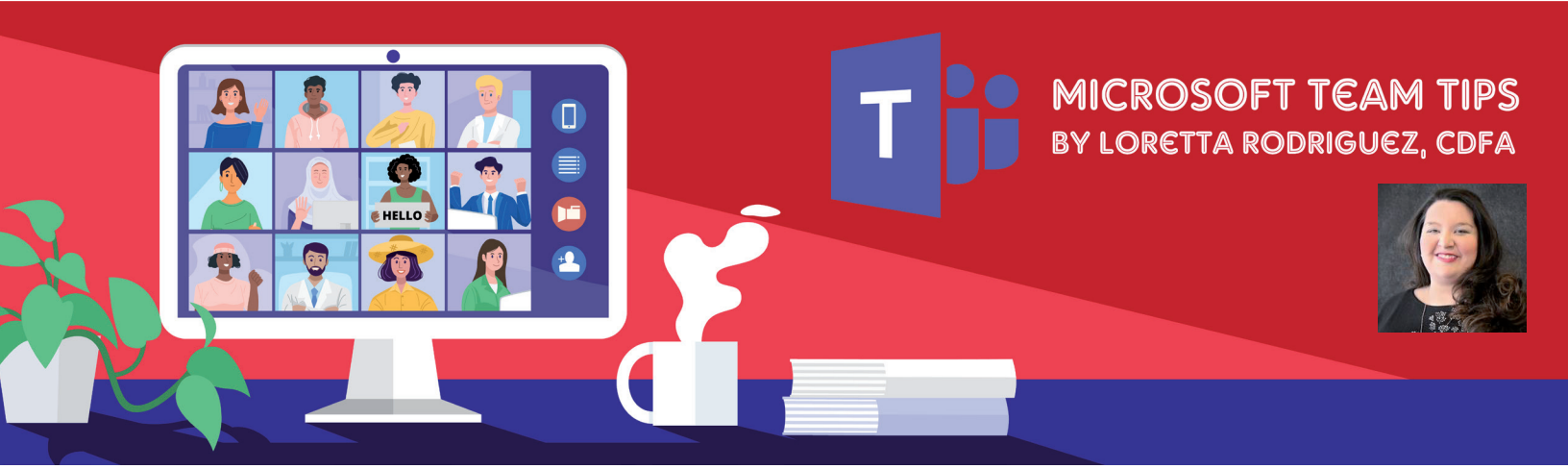


MICROSOFT TEAM TIPS

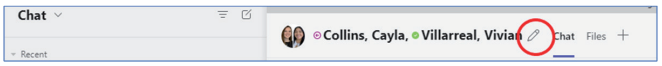
BY LORETTA RODRIGUEZ, CDFA

Welcome to the Microsoft Teams Tips column! Whether you have been using Microsoft Teams for months or you are considering adding Teams to your business regimen, we hope you will be able to find a useful tip from each quarterly column.

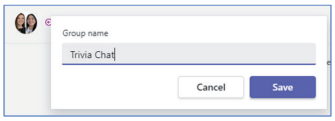
The bottom line is that Microsoft Teams was designed to provide an easier way for groups of people to communicate and collaborate. You can call, chat, meet, and team with individuals inside your organization with ease and with folks outside of your office.

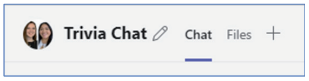
Chat Names

- If you start a new chat with more than one individuals, click Edit to give your chat a new name.



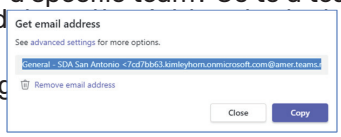
- Playing office trivia? Start a group chat for members on your team! Or edit name to a specific project.



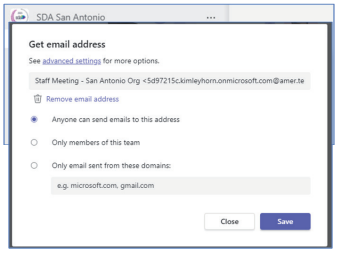


Email your Team

- Need to email members of a specific team? Go to a team channel and click on three d
“Get email address”.

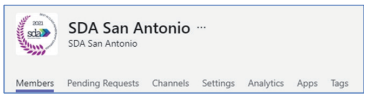


- Click on “Advanced Setting



Send Announcements Using Tags

- Want to notify your team of an update or make an announcement? Use tags to alert your team quickly.



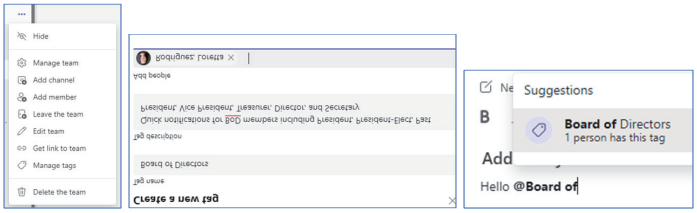


- A tag is automatically created when a team is created. Type @ and then type the Team name (i.e. @ SDASanAntonio). Select the team and create your post.

When complete, the entire team will be notified of the post.

-You can also create tags for members of your team. Want to notify the Board of Directors?

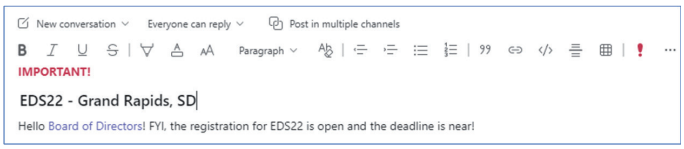
- Click on the three dots next to Team name and select “Manage Tags”. Click on “Create Tag” and enter a name, description, and select the members to be included in the tag. Start a post and use your created tag!



- Remember…you can create a channel within a team and make it Public or Private. Have sensitive information to share? Create a channel and select “Private” under “Privacy” option.

Mark as Important

- Have an urgent message to send? Use your tags to create a post and then click on the exclamation point (!) in the right corner. This sets up the message to go out as “Important!”.



- Microsoft Teams is very versatile and constantly updating their features to find the best solutions for their customers. I look forward to sharing more about the various tools within Teams and finding valuable tips for everyone to use.