



Bookmark Chat Messages to Easily Find Again

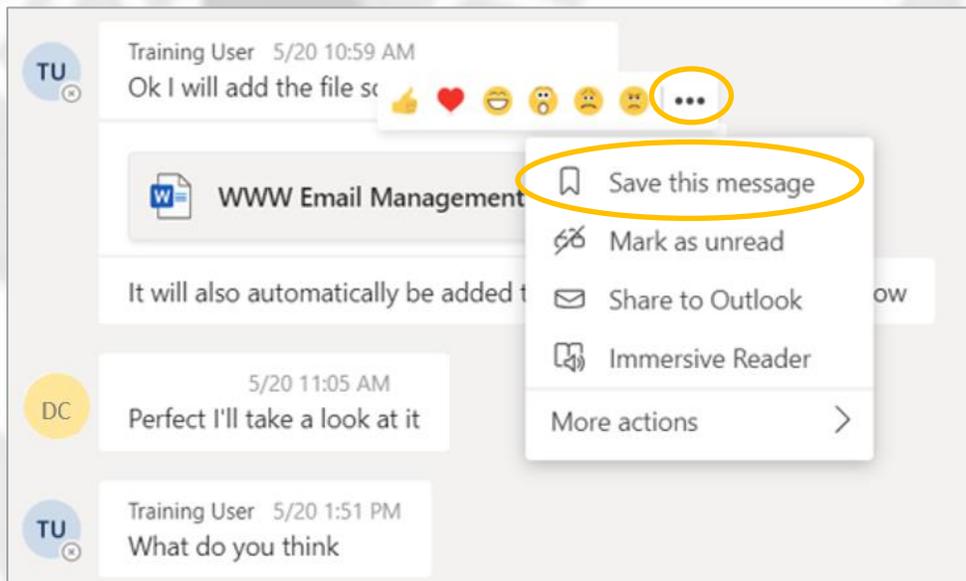
Chat messages and Teams conversations get lengthy very quickly and scrolling through the conversation to find something important is inefficient and time consuming, but Bookmarks will help!

- There are many ways to search Teams for specific content, items or words, but using the Bookmark **"Save this Message"** option will make important content easy to find
- Once you Bookmark a chat message or item in Teams it can be found again using **two easy search options**
- You can save a Chat Message, Teams Channel Conversation Message, file, picture, etc.

Creating the Saved Message/Bookmark

Locate the Chat Message, Teams Conversation, File. etc.

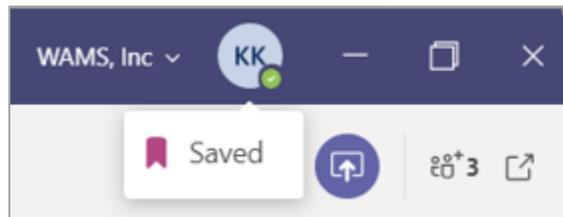
1. Hover over the item you want to save/bookmark
2. Remember hovering over an item will make the ellipses command appear which will give you more options



3. Choose **Save this message**



4. You will see a pop-up in the upper right corner of the Teams application showing the item is saved



Locating Your Saved Items

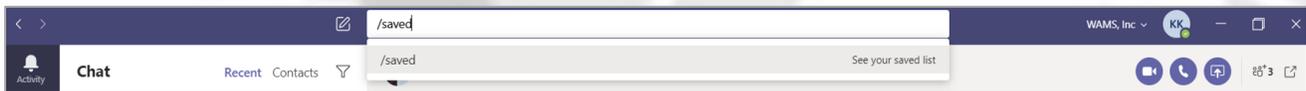


There are two quick and easy ways to find items you have saved in Teams

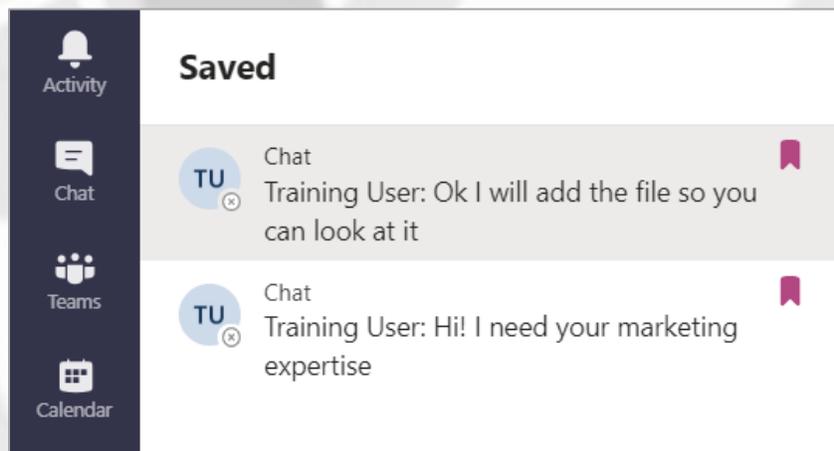
1. Place the mouse into the Search bar located at the top of your Teams app



2. Type /saved into the **Search Bar**



3. All your saved messages and items will appear on the left side of the Teams app



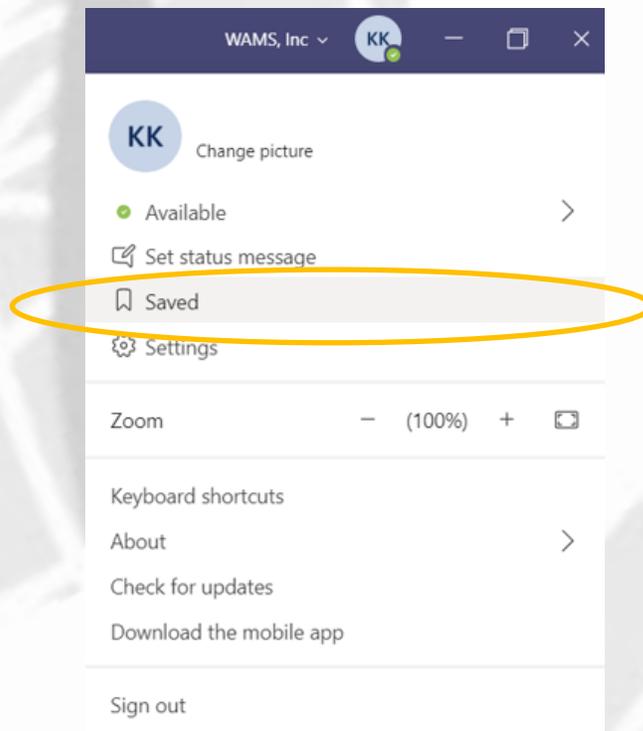


Another Way to Locate Saved Messages

Whenever you are logged into Teams and the app is open, you will see your name, initials, picture, etc. depending on your personal settings in the upper right corner of the app

If you click on the circle, a menu will appear with options including another way for you to locate your saved items

1. Click the circle with your name/initials/picture in the upper right of the Teams app
2. A menu will appear giving you the option to find your saved items
3. Select **Saved**



4. The items will appear on the left side of the Teams app

Pro tip – to remove the item from the saved list, just unclick the purple bookmark flag from the saved item!