



Microsoft Teams Tips & Tricks

POWER USER ESSENTIALS



KQL Keywords (Advanced Searches)

For more advanced searches in messages, you can use the built-in Keyword Query Language (KQL). Below are the keywords that Teams supports.

Note: there's no space between the colon and the search terms

- "From:Then" enter the person's name
- "In:Then" enter the channel or group chat name
- "Subject:The" keyword from a message or a subject line
- "Sent:The" date the message was sent.



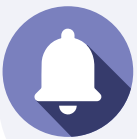
Zoom Meetings within Teams

You can add the Zoom app within Teams which will enable the icon and allow for you to kick-off a quick meeting. A favorable feature as this allows Teams to still be accessible while in a meeting.



Use Apps for Productivity

Whether it's for your personal sidebar preference or within a Team channel, apps like Planner, Excel and many more can be used specifically as it fits to your project.



Setting Notifications

If you are an admin to a team or channels, encourage members to set their notifications. By default, notifications are set to **OFF** and individuals will not see activity in a channel unless they are @mentioned.



Bookmark Messages/Content

Want to save an incoming message or file for later? Simply click to save the item. You can view all saved items in one place.

For more Microsoft Teams Training, visit:
tech.rochester.edu/microsoft-teams-tutorials

