Microsoft Teams Tips & Tricks

TEAM OWNER ESSENTIALS

View Team/Channel Analytics
In Microsoft Teams, users can view analytics for teams and channels that they are part of. This information gives users insight into usage patterns and activity on their teams. Users can see data such as the number of active users, posts, replies, and more.

Add User Tags
You can create custom tags to categorize people based on role, project, etc. After a tag is added to one or multiple team members, it can be used in @mentions by anyone on the team in a channel post or to start a conversation with only those people who are assigned that tag.

Stay Organized with Tasks
You can create tasks and view what has been assigned to you within the Planner app. Tasks can be assigned and prioritized based on level of importance.

Built-In Commands & Shortcuts
To view the list of available commands, simply type "/" into the search bar.

Add Labels
While in the Planner app, adding labels can help you quickly see certain things that several tasks have in common, like requirements, locations, dependencies, or important time constraints.

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