



Microsoft Teams Tips & Tricks

ENTRY LEVEL ESSENTIALS



Setting A Status Message

Teams will sync up with out of office messages in Outlook. However, if you are in a virtual conference or at a specific site for instance, setting a status message can make users aware that your response might be delayed.



Reach People Via “@” Mention

You can reach individuals or groups by typing the @ symbol before the name. (@Smith, Jane)



Download the Mobile App

Improves effectiveness and allows for easy communication when away from desktop.



Setting Your Availability

Teams syncs up with your Outlook calendar and updates accordingly. You can also manually set your availability. For instance, if you have a presentation, you can set your availability to “Do Not Disturb” which prevents incoming messages from popping up.



Search Bar Uses

Search for specific messages, @mentions, files and more. You can also type “/” for a list of commands. (/Files, /Unread)

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

