

2019

29 TIME-SAVING TIPS FOR MICROSOFT TEAMS

This eBook contains some amazing time saving tips to help you and your team get the most out of Microsoft Teams.

From basic user tips to more advanced features, as with most of Microsoft's tools, there are always features you hadn't realised were there that can save you time, make you more productive, or are just fun and cool. We hope we have covered a good few of them for you here.

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Introduction

Microsoft Teams is getting popular, as at March 2019 there were over 500,000 organisations using it, up from 200,000 in March 2018. As at July 2019 Microsoft stated that Teams had reached 13 million active daily users and 19 million active weekly users. With these figures continually growing it is becoming one of the most popular chat and collaboration applications out there.

However, for many users, it can be overwhelming when first getting started, given the array of functionality available. The tips in this eBook will help everyone from beginner through to the more advanced user get the most out of Microsoft Teams.

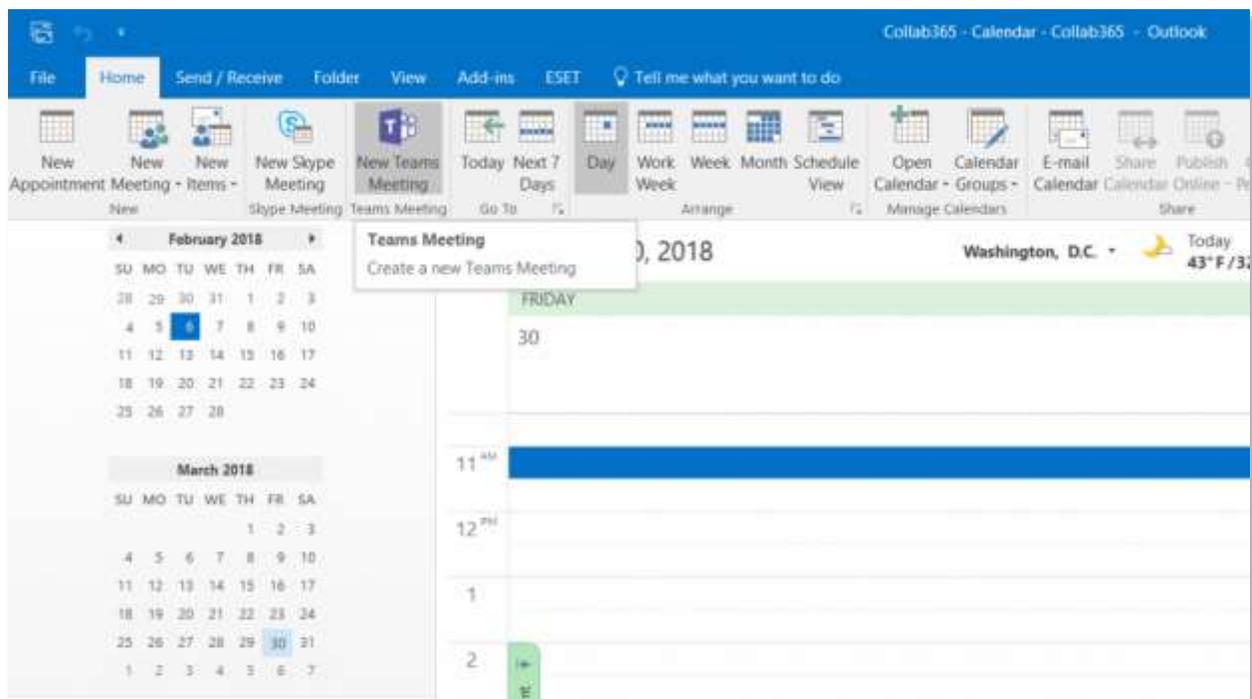
As with most of Microsoft's tools, there are always features you hadn't realised were there that can save you time, make you more productive, or are just fun and cool. We hope we have covered a good few of them for you here.

So, let's get started!

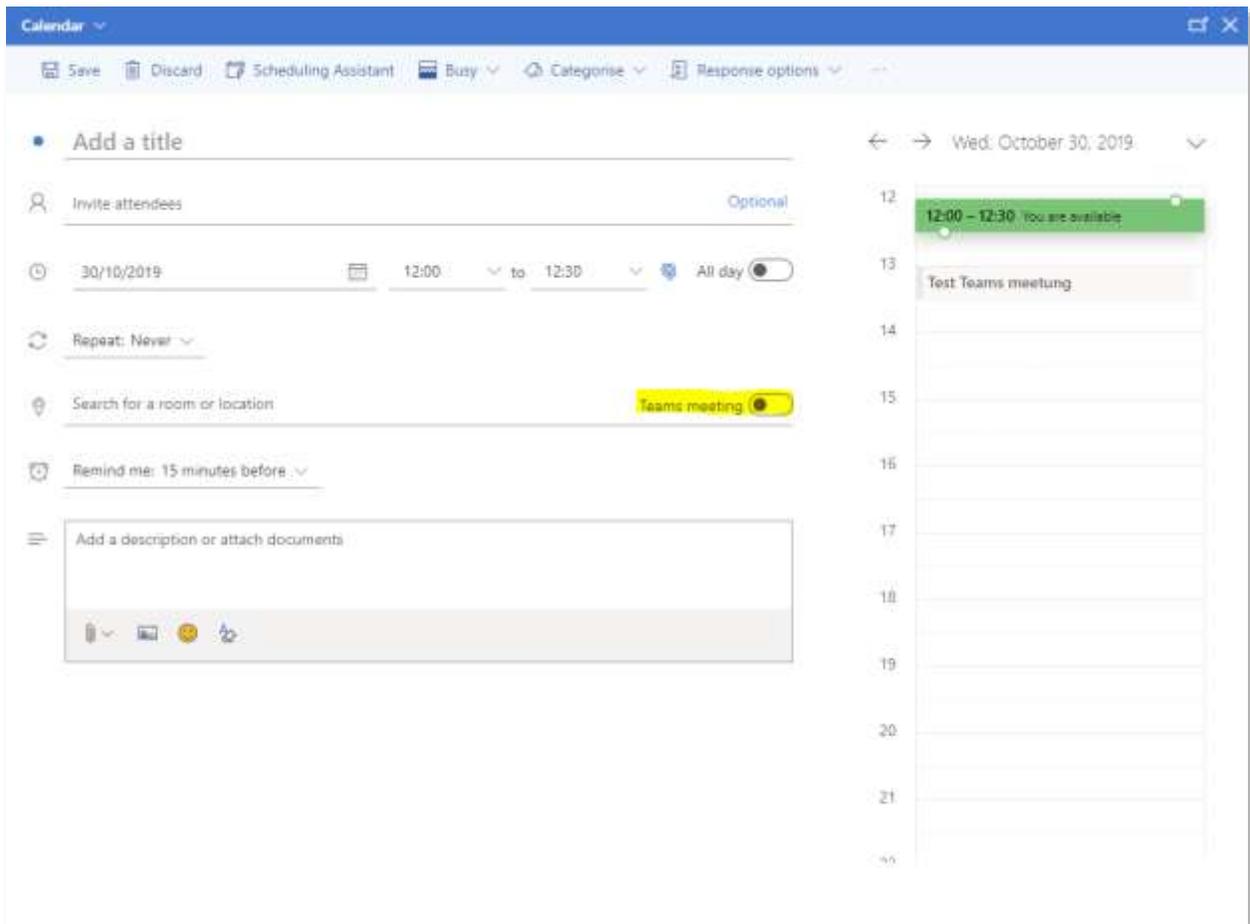
Tip 1. Meetings with external or Guest users

Many people will have used Skype for business by adding it to meetings directly into the invite in Outlook, a handy feature. Well, you can do that with Microsoft Teams and pretty much in the same way:

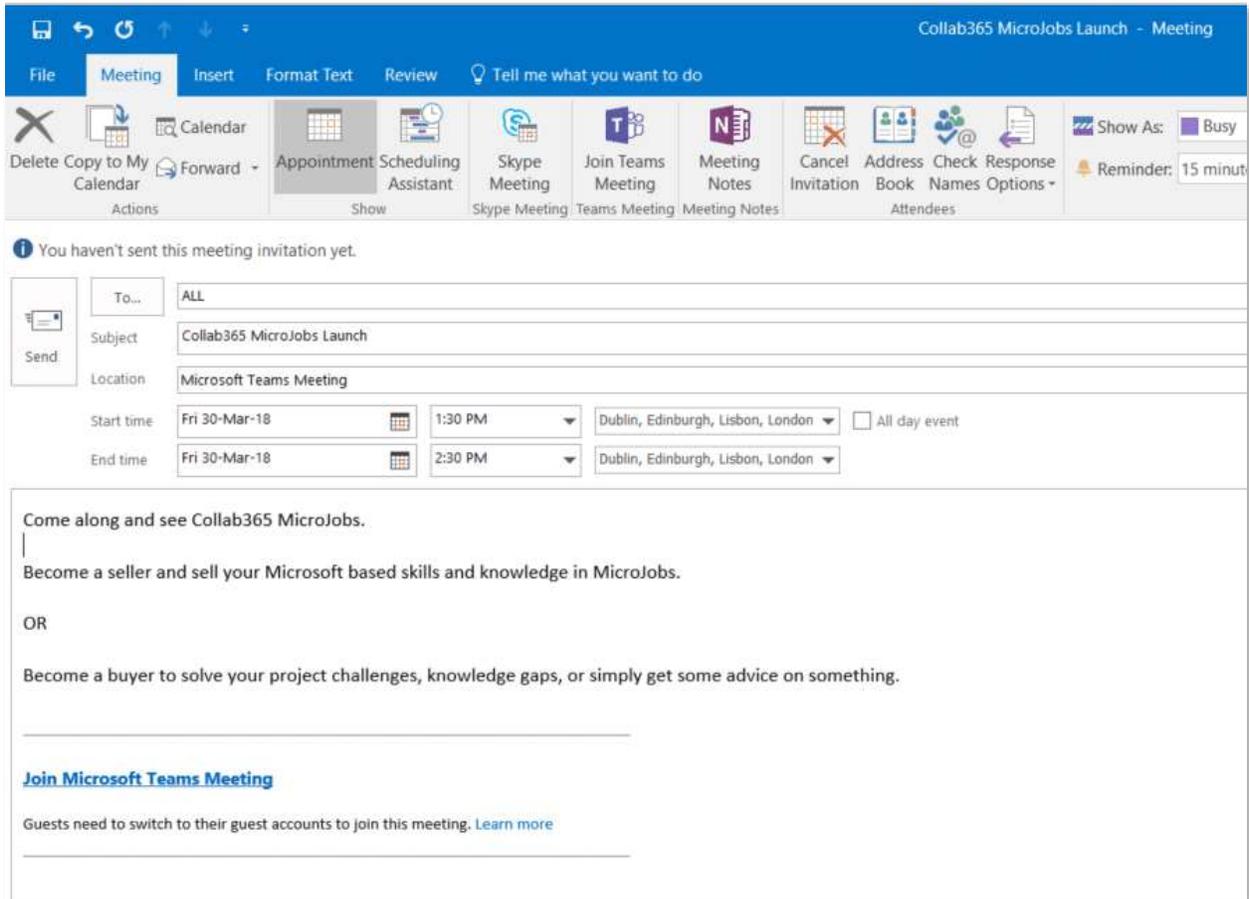
Question and Answer from [Ingeborg Hawighorst](#): "What needs to be in place for the 'New Teams Meeting' to show up in the Outlook ribbon?". If you have the Teams Desktop client installed, Outlook will see an add-in for Teams, which will automatically be enabled. If you don't have the desktop client installed, you won't be able to see the ribbon icon.



On the Outlook online UI, you can arrange a Teams meeting, you simply go to your Calendar and create a 'New Event' and in the meeting details window, you can select 'Teams meeting' as the location.



As you can see from the screenshot below, in both scenarios the meeting invite has the link to the Teams meeting at the bottom for attendees to click on when the meeting time comes.

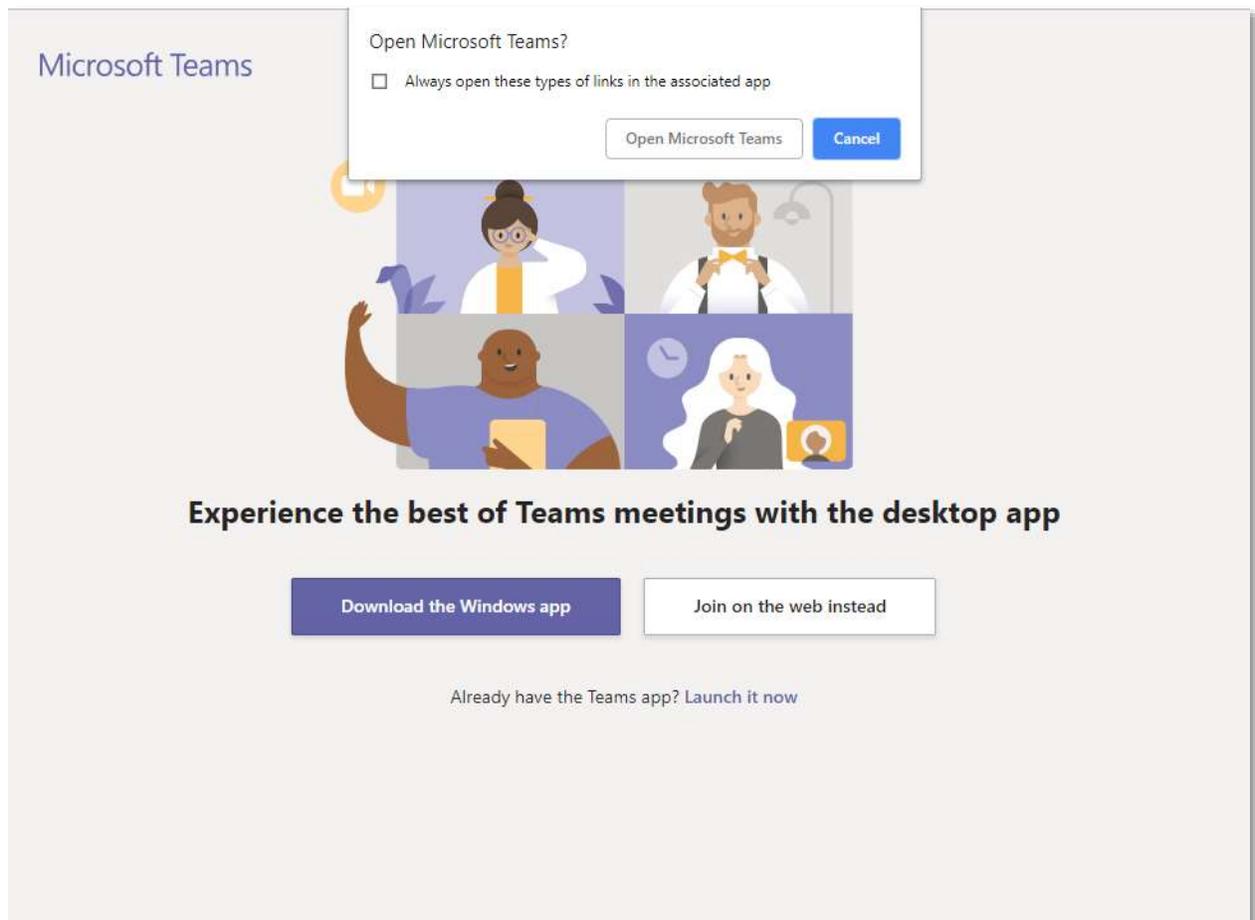


So, who can attend these meetings?

Well, anyone with an email address can attend, which is really neat. There are a few ways users outside and inside your organisation can take part in your Teams meeting. Here are the three main ones:

i. Web meeting

Anyone with an email and internet connection can access the call via the browser, simply by clicking on the link within the meeting invite and then clicking the 'Join on web instead' button.



While the resulting interface is quite restricted for the attendee on the web, you cannot share camera or screen but can view other members shared screens. It is still a great way to have a conference call in Teams, without all attendees being in Teams.

ii. A user with any email, added as a Guest user

If the user has been added as a Guest user in Teams and has access to the Teams application on their device, then instead of clicking 'Join on the web instead', they would select 'Open Microsoft Teams' option and get a much richer experience of meeting in Microsoft Teams as a Guest.

iii. Anyone with a phone

You can have dial-in conference options so people can join your meetings in Microsoft Teams from almost any device, anywhere. You need to have Audio Conferencing which comes with Office 365 Enterprise E5 subscription or is available on a pay-per-minute basis as an add-on to Office 365 E1 or E3 subscription. Where the Audio Conferencing is enabled, users will automatically see the dial-in options for Microsoft Teams meetings that are created.

Take a look at this blog post for some further info on [Meeting with Microsoft Teams](#).

Tip 2. Meeting Scheduling in Teams

This one is closely related to number 1; however, the simple features are always the best in my opinion, so I figured it was worth its own section.

You can schedule meetings from within Teams. From within a team or channel, you can click the small camera icon to meet now or using the same icon you can also choose to

schedule a meeting as you would in Outlook. You can also see your calendar and meetings within teams by clicking the meetings icon.

When scheduling from within Teams you get this window:

The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The dialog is titled 'New meeting' and contains several sections:

- Title:** A text input field with a red border, currently empty.
- Location:** A dropdown menu showing 'Microsoft Teams Meeting'.
- Start:** A date and time selector set to 'Feb 6, 2018' at '3:30 PM'.
- End:** A date and time selector set to 'Feb 6, 2018' at '4:00 PM'.
- Repeat:** A checkbox labeled 'Repeat' which is currently unchecked.
- Scheduling assistant:** A small icon and text 'Scheduling assistant' located below the end time.
- Select a channel to meet in:** A dropdown menu showing 'Collaboris Admin / General'.
- Invite people:** A button labeled 'Invite someone'.
- Organizer:** A section showing a profile picture and the name 'Fraser Beadle' with the email address 'Fraser.Beadle@collaboris.com'.
- Details:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), background color (M), bulleted list (≡), numbered list (≡), and link (🔗). Below the toolbar is a text area with the placeholder 'Type details for this new meeting'.
- Footer:** A red text warning: 'This is a Microsoft Teams online meeting. Everyone can join online.' and two buttons: 'Close' and 'Schedule a meeting'.

It has the Teams channel you are meeting 'in', the ability to use the scheduling assistant as you can in Outlook and the ability to select the people you would like to invite from your organisation. Once scheduled, the result is a calendar invite in Outlook with the relevant Teams link in it to click and join the meeting when the time comes and will also display in Teams when you click on the meetings icon.

A cool thing about the calendar in Teams is that you can go to the meeting entry in the start a Teams chat with the meeting attendees before the actual meeting, just by clicking 'Chat with participants.' This is useful for the preparation and planning of meetings.

Tip 3. Guests - The other stuff they can do

The above meeting functionality shows that there are various features you or your guest can make use of in your Teams, providing some great ways of working with people outside of your organisation. Well, it doesn't stop there. Guests can participate in channels, conversations, chats, and meetings; they can share files in channels, add new channels, and use the Wiki... Providing some fantastic collaboration opportunities.

Note: Guest access is available on the desktop, web, iOS and Android apps.

All a user needs to be a Guest is an email address. Once you have this, adding a guest can be done by a Team owner and is almost too simple!

Click on the three dots '...' next to the team you want to add them to, be sure it's the correct one. As I said above it is almost too simple, and you could easily add someone to the wrong team and get into all sorts of trouble. Then in the window that pops up, just enter the email and click add... you can add more than one at a time in the same window.

Add members to C365 MicroJobs Freelancer Hub

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

What can a guest do?

This [post](#) from the Microsoft support site best describe the different capabilities of Team Owner, Member and Guest. Every member in Teams has a role, and each one has different permissions.

Owners

Team owners manage certain settings for the team. They add and remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners in a team.

Members

Members are the people in the team. They talk with other team members in conversations. They can view and usually upload and change files. They also do the usual sorts of collaboration that the team owners have permitted.

Guests

Guests are people from outside of your organization that a team owner invites, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do.

This table gives a great summary of the capabilities of each role on desktop:

Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		
Archive or restore a team	✓		

And on Mobile:

Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365	✓		✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
Post in the General channel	✓	✓	✓
View org chart	✓	✓	

You can also manage guest permissions via the 'Manage Team' option, again by clicking on the three dots '...' next to the team.

In this menu, you can see your members, add and delete members, manage channels, manage settings and manage Apps. With a mix of the Guest permission and the other settings, you can choose to set the team up to be fully interactive with all members and

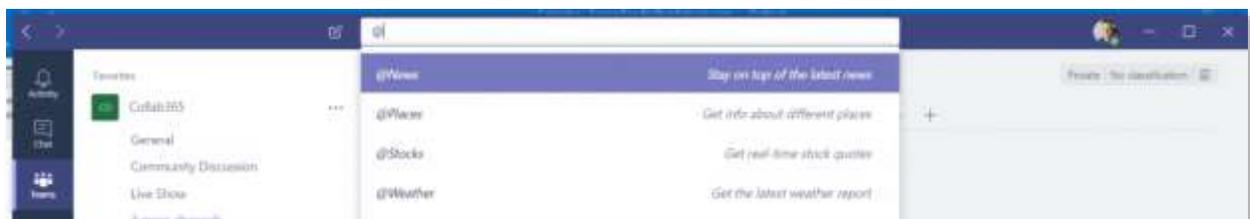
guests, or you can lock down to just the owner being able to post, which might be useful as an announcement or information channel.

All in all, the functionality and Collaboration that Guest access enables for users and organisations is fantastic!

Tip 4. Apps and Actions from the Command Box

The search bar at the top is hiding more than just search functionality, it has some great 'shortcut' app and command options, some of which are really useful... A great shortcut key to get to the bar is **ALT+E**.

All you have to do to see what's on offer is type '/' for the commands that work standalone or '@' to see the Apps commands, give it a go.



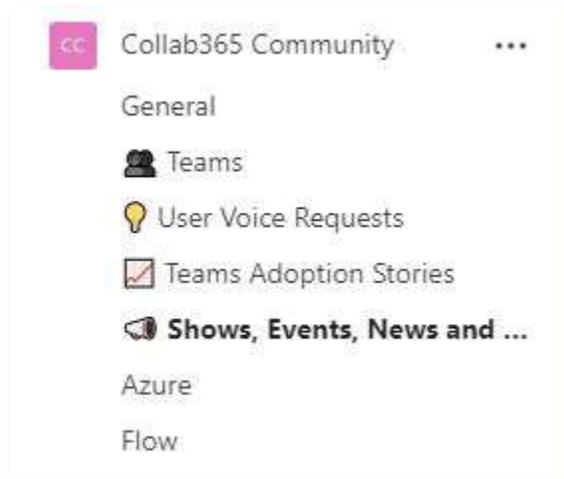
Once the apps are installed, they can also be accessed by clicking on the '...' at the bottom of the conversation window. This allows you to share the search result, or item from the relevant app in the conversation, a great way to interact with Apps and your teams.

So back to the Command Bar... the shortcuts in here can be useful, here are just a few of my favourites:

- **/whatsnew** – This has to be the most useful one given the speed that MS release changes these days. This takes you to the Release notes tab in the T-Bot channel. Worth a regular check.
- **@Wikipedia** – Allows you to do a Wikipedia search. Returns a summary that you can click on to go to the full Wikipedia page.
- **/goto** – If you have a lot of teams or channels or spend a lot of time, as I do, in the Chat part of teams then this is a good way to hop straight to your destination.
- **/unread** – Helps in those busy times, and pulls up a list of all your unread items
- **/mentions** – Gives a list of all your @Mentions. This will include direct tags or where are when a team you are in has been tagged.
- **/files** – Shows your recent files and allows you to search and go to the file you want rather than having to click around your teams to find what you need.
- **/keys** – This is a shortcut to show shortcuts. Nice quick reference for the MS Teams Keyboard Shortcuts.
- **/call** – This allows you to type the first few letters of the person you want to call and select them to call. In big organisations, this could be very timesaving.
- **/help** – Pretty self-explanatory and straightforward. A really good quick way to ask a question of the Teams help via the T-Bot.
- **/saved** – This takes you straight to your list of saved messages.

Tip 5. Spruce up your channels with images

If you want to give your channels a bit of an eye-catching makeover then fear not, it's easy! To achieve this, all you need to do is edit the channel name, copy a Unicode character and paste it in.



To locate a relevant image, use a Unicode Character Finder resource. Then once you have found the image you want, copy the Unicode to the clipboard, edit the channel, paste the code in front of the channel name and save it.

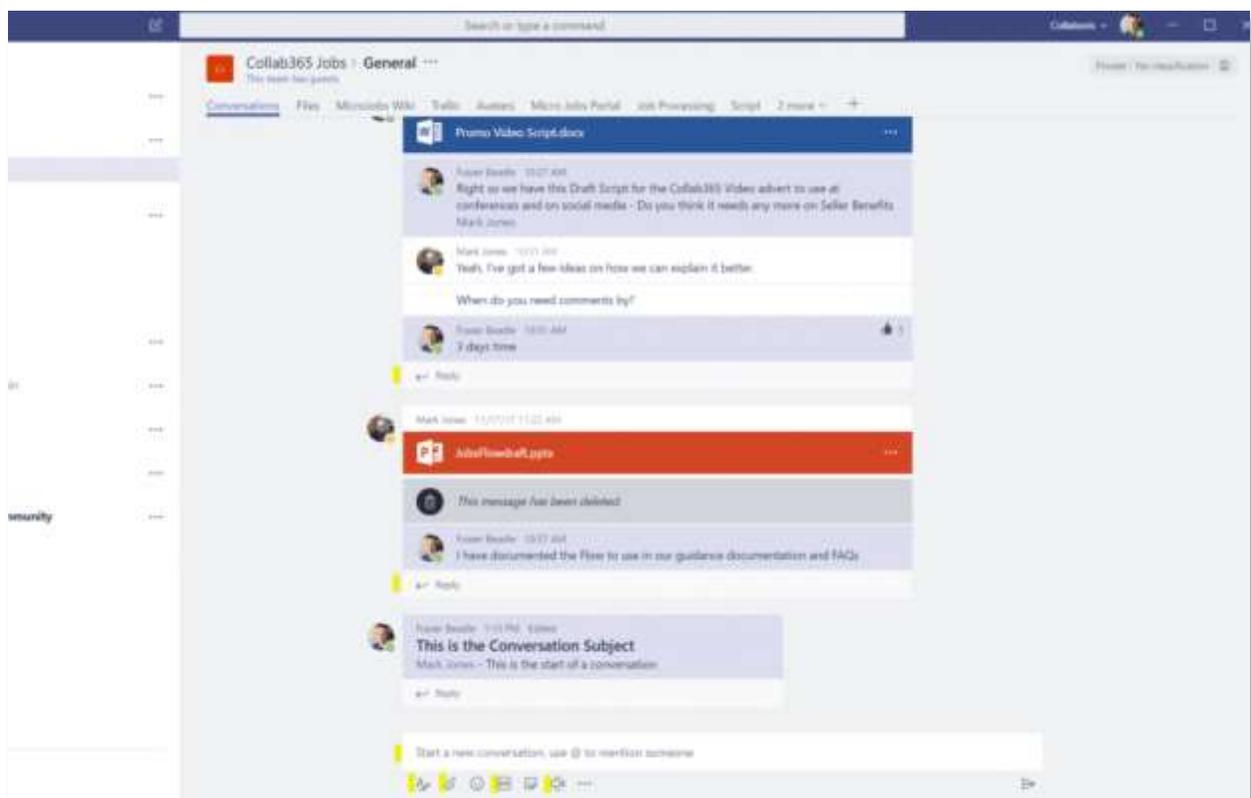
This is an ideal tip if you want to bring more prominence to a particular channel.

Tip 6. Get the most out of Chats and Conversations

So, we all know how chat works and can pretty much do it without thinking, but I figured it was worth putting together a list of basic and best bits for Chats and Conversations in Teams.

Chats – These are done via the Chat tab on the left-hand menu and are more traditional chats where you can have 1-to-1 or group chats. Probably best compared to a chat in domestic Skype.

Conversations – While on the face of it very similar to chats, this gives some structure to your conversation, to allow better collaboration in a more focused way. The interface is very similar to chat however with some subtle differences worth mentioning, so below is an example of a couple of conversations within a channel:

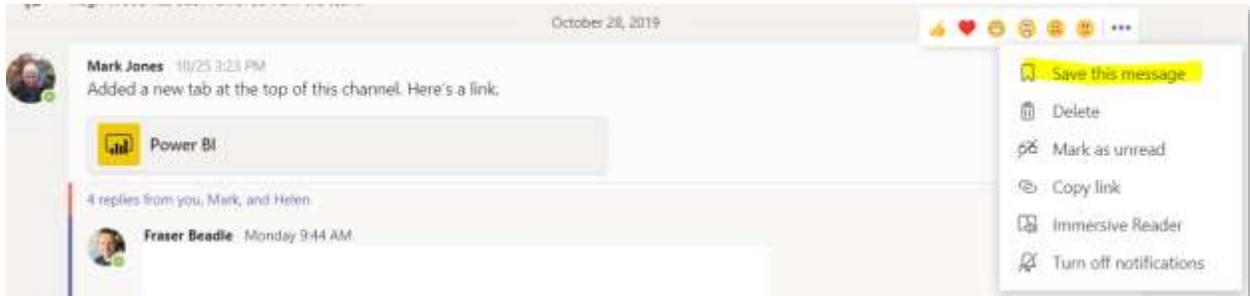


As you can see there can be several conversations going on at once, around specific subjects or documents. If used correctly this helps keep track of conversations, here are some tips for conversations:

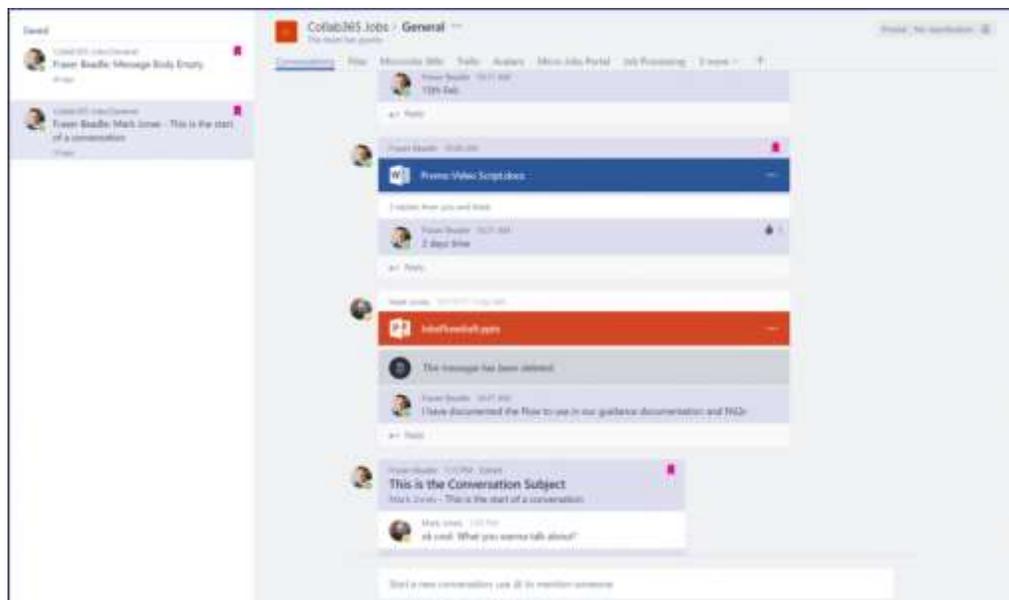
- **Reply** – The 'Reply' option under each conversation should be used to add further points to that conversation.
- **New Conversation** – The bottom chat entry is used to start a new chat, this is the one most commonly misused, as people try to use it to reply to the conversation above, when they should have used the 'Reply' option.
- **Conversation on a Document** – To start the conversation on an existing document, open the document in teams and then click 'Start Conversation' at the top. To start on a new document, click the paperclip and upload the document, this will start the conversation and upload the document to the files tab of the Channel or Chat you are in at the same time.
- **Subject** – When creating a conversation, it is good to add a subject – By Clicking the 'A' icon you get more edit options. Adding the title helps keep focus and context to that conversation.
- **@mention** – Also when starting a conversation or asking a specific question, it's good to use the @mention functionality to either get the whole channel's attention, by using the name of the channel, or a given team member name. The relevant people then get alerted to this new reply or conversation.
- **GIFs** – In both chat and conversation, if it is enabled on your Microsoft Teams by the administrator, you can brighten up everyone's day and use the GIFs. Just click the GIF icon and have a look around, don't blame me if it distracts you from your work for a while.
- **Meetings** – I have already mentioned this earlier in the post, but worth a mention again – you can click the camera icon here to either start a meeting now or schedule one for the future.

Tip 7. Bookmarking Messages

This is a handy piece of functionality that allows you to save a particular message, or more accurately a position in a conversation or chat, just by clicking on the 3 dots '...' menu next to the message:



Then to recall all your saved messages you simply click on your profile picture top right and selecting 'Saved' or possibly quicker would be to type in the command bar '/saved'. This gives you a list of all your saved points in the left-hand pane and on clicking on them takes you back to the point in the conversation you saved them from.



Tip 8. Navigation Buttons (< >)

The simple tips are the best!

When I first started using Teams, my impression was that it was great but did have some challenges in regard to multitasking. Every time I went from working in a tab in a given team to continue a chat, by clicking on the chat icon, and then to go back, I would always have to click all the way through back to where I was... I was missing something, these navigation buttons:

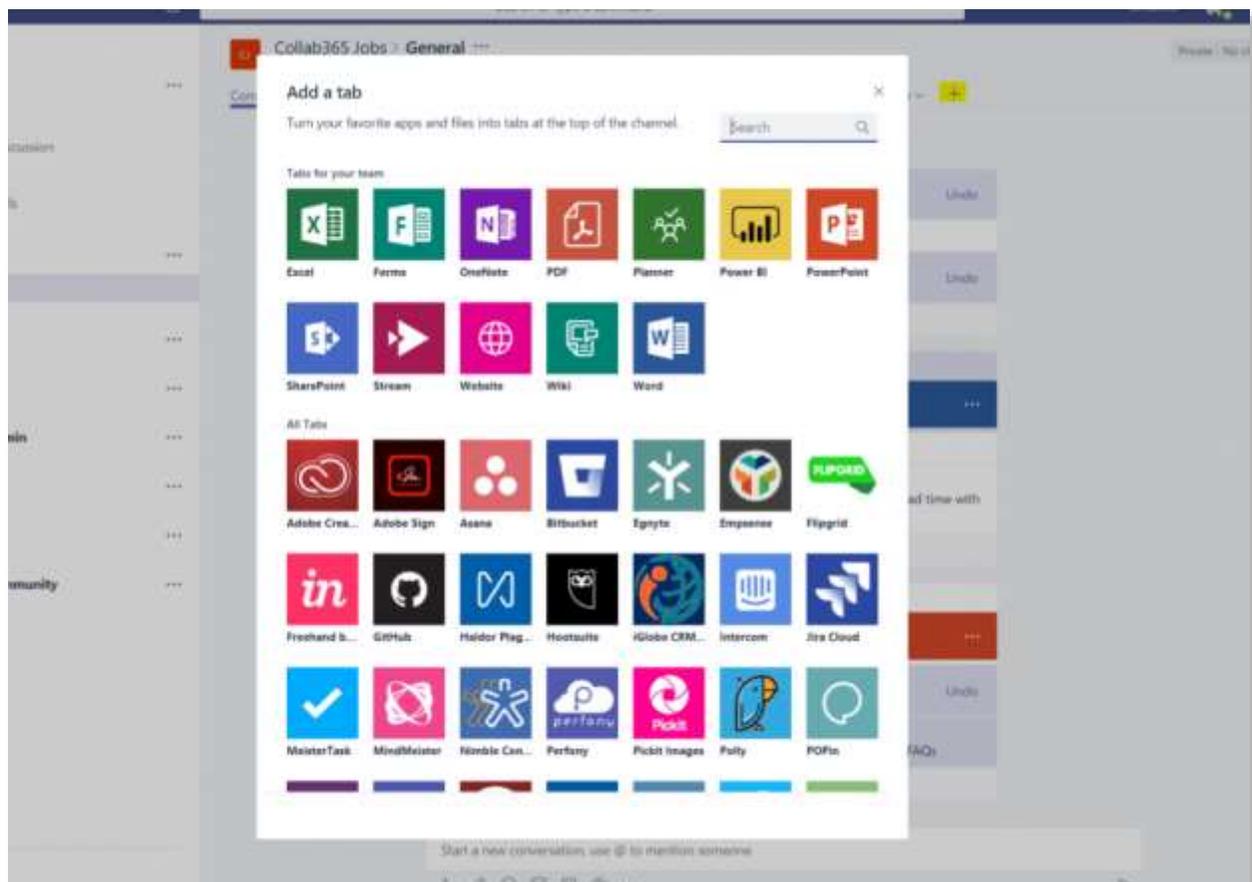


Now when I have come from another channel because someone messages me or similar, I can easily click back, and also forward again to toggle. I'm finding this vastly improves my Teams Experience.

Tip 9. Tabs for all occasions

A must for productivity and ease of access within your working group is taking advantage of the tabs within your Teams and Channels. From simply exposing a website or file to be easily accessible, or to show more complex Apps to manage work and help with day to day activities.

All you need to do to add a tab is click the '+' sign on the right-hand side of your Channel and then search for the thing you want to add in. The more popular MS Apps are at the top with the many more available below:



There are too many to mention them all however, here are some of the ways I have found tabs useful in Teams:

- **Simply Exposing Office documents or Websites** on a tab for quick reference – I have found this useful in many scenarios from quick access to templates through to tracking spreadsheets of various kinds. In fact, we recently placed the Collab365 Teams live show onto a tab in our Collab365 Teams based Community (so far with over 800 Members in as Guests to our tenant).
- **Task Management** – Here at Collab365 we have used tabs to expose both Microsoft Planner and tools like Trello, depending on the audience involved – The quick access to tasks and scheduling is useful. There are more complex task and project management Apps that you can use from the store.
- **OneNote** – for those that love OneNote, you can create a OneNote tab and off you go using OneNote within your Channel.
- **Forms** – Simply select 'Forms', and you can easily create a very powerful form/survey that can be managed in teams, and with a tweak of the share permissions, shared and filled in by anyone that has the link. The responses can be seen on the tab by the form owner and also stored in a spreadsheet in the files tab.
- **Expose any existing SharePoint Document Library** – Just select the 'SharePoint' icon fill, in site URL, select the document library you want from the list, give the tab a name, and you have the library exposed in a Teams channel.

That is just a few of the tabs we have found useful however, you only have to look at the number of Apps in the store to know there are going to be tools of all shapes and sizes, have a look around.

Tip 10. Don't put all your eggs in 'General'

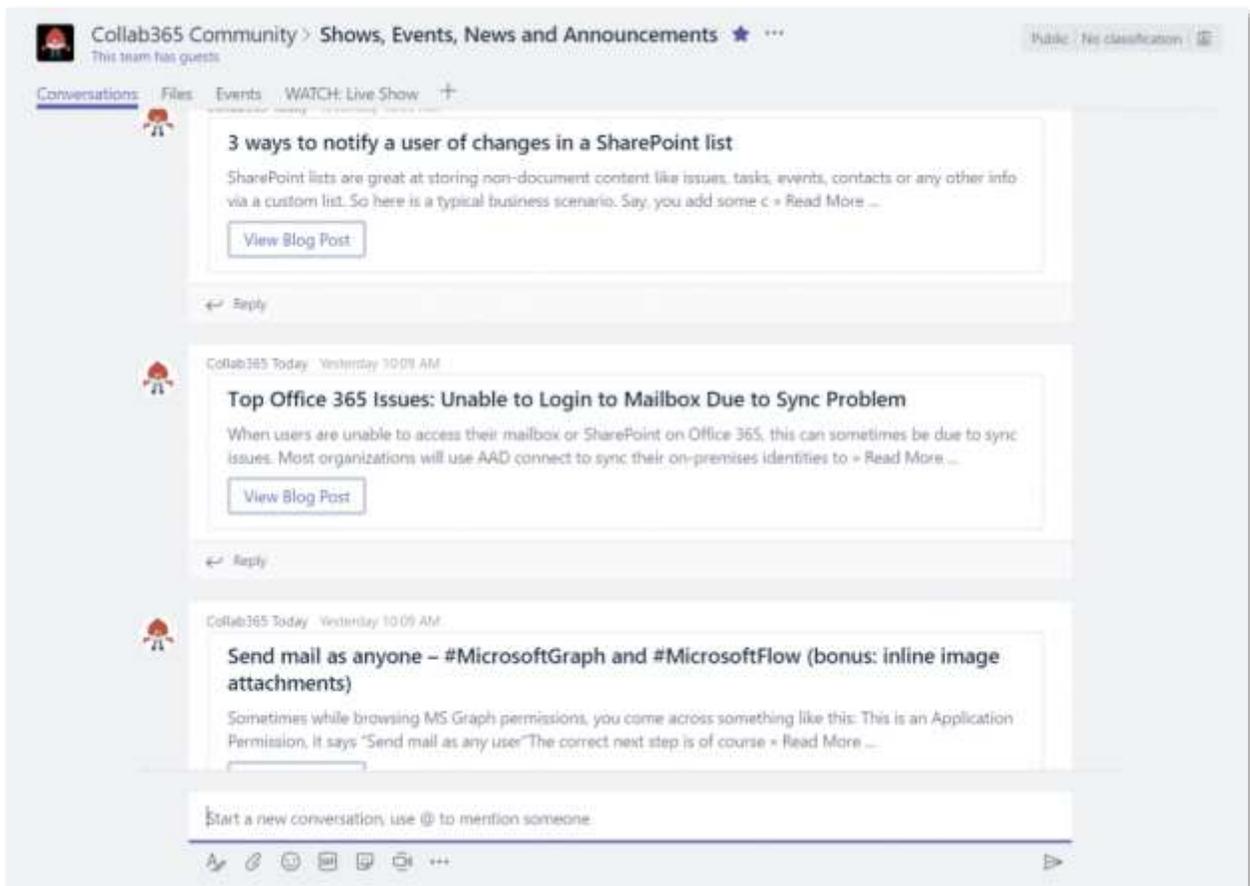
When you first start using Teams, it is tempting to keep everything in the General channel of your team, adding tab after tab for each need you come across. Now in some circumstances with small teams, this is fine however in most it will lead to confusion and makes it hard to find stuff as the Teams resources grow. (or use of the team grows)

So, here are some recommendations:

- Think of the General channel as the landing page for your Team, the hub for the high-level interaction.
- Then for each subject area or main function in that Team, create a new Channel.
- When adding a tab to General, always ask yourself if this would work better as its own channel or as a tab within another channel.
- The more tabs you add to General, the fewer people will find them. So, try the rule that when the number of tabs doesn't fit on your standard working screen size (different for everyone) start thinking about flipping the tabs to existing or new channels.
- Finally, don't forget you can have more than one Team, so if you have a subject area for files and conversations that really don't fit in your existing Teams, create a new Team that will then have its own Channels and tabs.

Tip 11. How to publish an RSS Feed post to Microsoft Teams as a card (Using Zapier)

For those that don't know, we at Collab365 run a 'Community Team' on our Teams Tenant, and one of the challenges we wanted to solve was adding the Collab365 Today posts to a channel and for them to look nice (as cards) like this:



We created a blog post showing the steps of how we did it... [Read More](#)

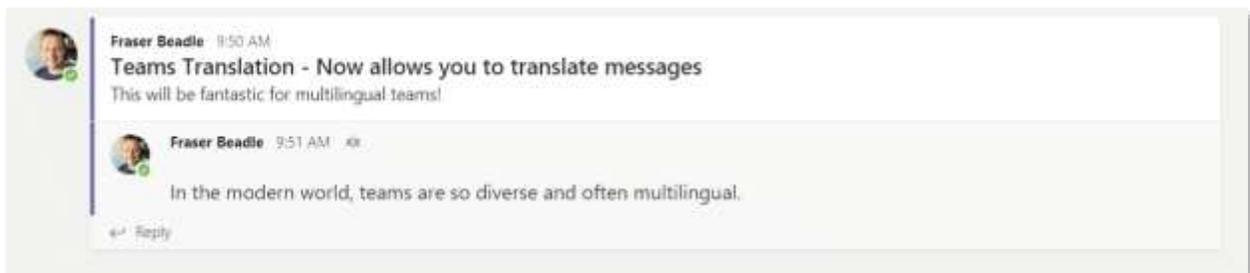
Tip 12. Translation of Teams Messages

You can now translate messages to your base language in Microsoft Teams on a message by message basis. In this example, the original message is in French.

Simply click the '...' and choose 'Translate'



Et Voila – (Sorry, couldn't resist)

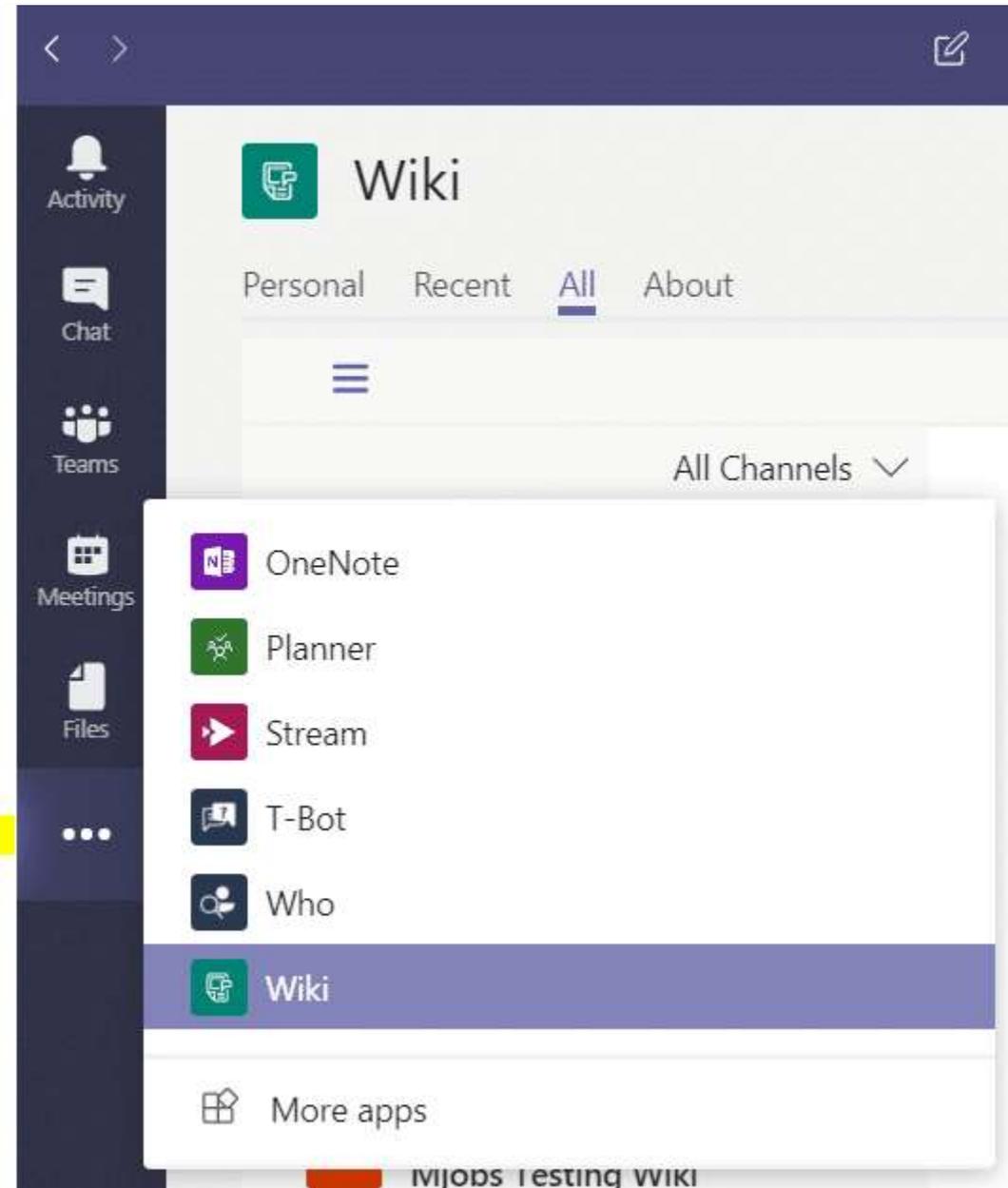


You can set it back to show the original language via the same menu. A great feature - I think you will agree.

NB: If you do not see this option then talk to your IT admin, as they may need to turn it on for you to see it.

Tip 13. All your Wikis in one place

If you are using the Wikis within teams, then this is a fantastic feature to help with your productivity. Simply click '...' on the left-hand menu and choose 'Wiki'.



This will take you to the Wiki home page on your '**Personal**' Wiki tab, and this is a great place for taking private notes.

Click on the '**All**' tab, and it gives you a summary view of all the Wikis you are involved in, making it easy to navigate, consume and update them.

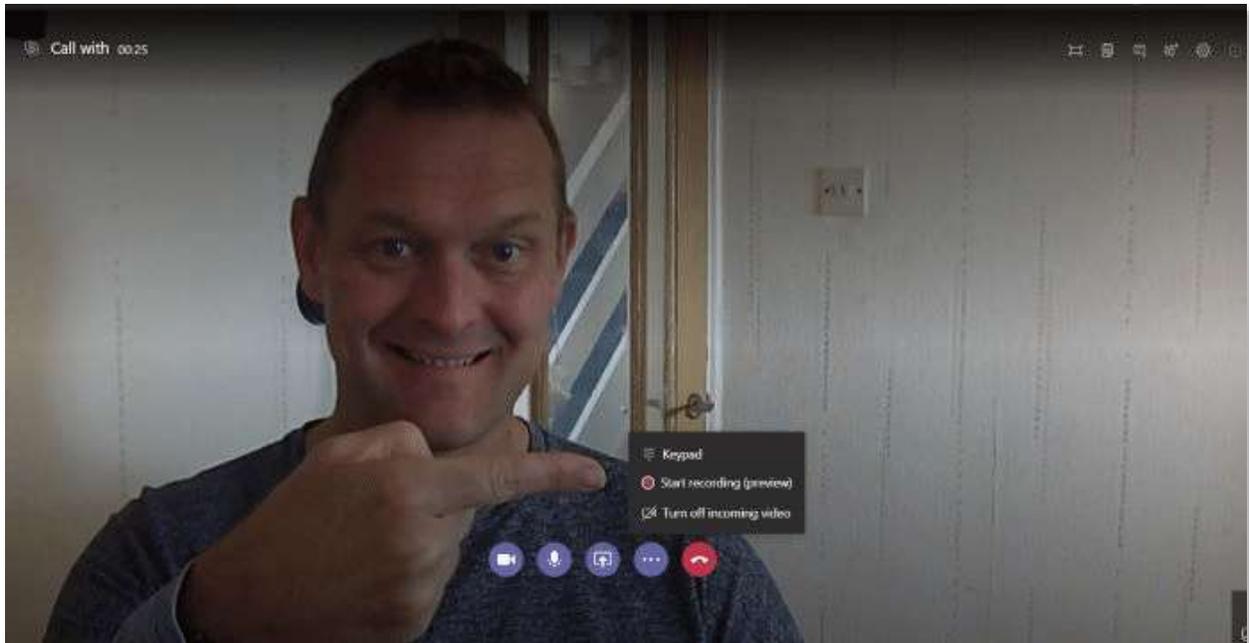
A nice extra on the Personal Wiki is being able to add notes from anywhere using the top command box. Just type '/wiki' and press enter, and you can then type your note. Press enter again, and your note will be added. Press enter a third time, and it will take you to your Personal Wiki.

Tip 14. Record your Teams meetings

You can record your Microsoft Teams meetings. The recording captures Audio, Video, and any screen sharing activities. The meeting is recorded in the cloud and saved to Stream, meaning you can manage, download, and share along with all your organisation's other Video content.

At the most basic level, this allows you to have a record of what was discussed, either to go back to or share with team members that could not attend. However, this can be used to easily create company or department announcements, management team updates, news items, demos, solutions to common problems or any other communications you might use video for in your organisation.

So how do we do it? Well, it couldn't be easier - once in the meeting just click the '...' and click 'Start Recording' like this:



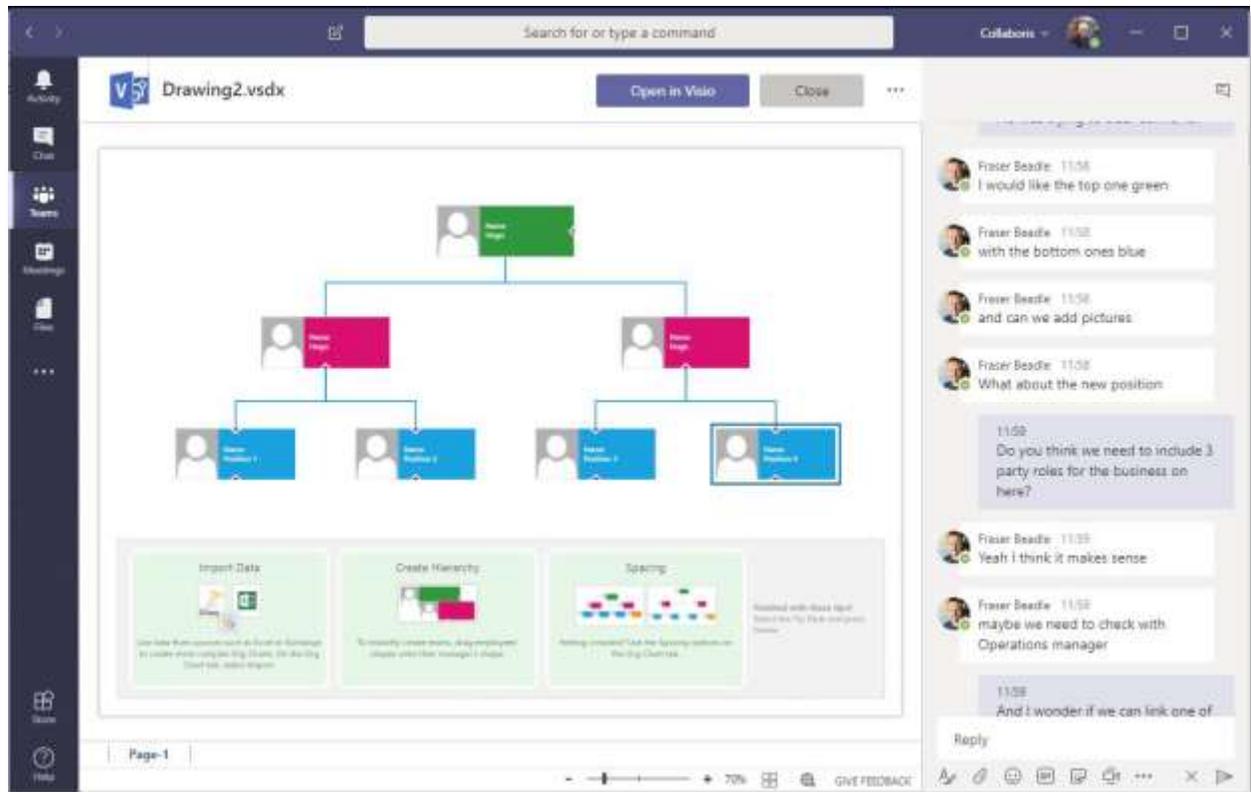
Once clicked you will be told you are recording in a message at the top of the meeting. Once finished you click stop recording from the same menu. The video is saved to Stream. However, you will also see a link to it in the meeting chat window and be emailed a link to it from Stream. Obviously, as with all your Stream video content, it does take up space, so you need to ensure this use of Stream is included in your storage planning.

Here are a couple of links to help explain further and give other prerequisites and considerations:

- [Teams Cloud meeting recording](#)
- [Get started with Microsoft Stream](#)
- [End User Documentation: Record meeting in Teams](#)

Tip 15. Work on Visio in a Microsoft Teams Tab

If there was ever a tool that got the best productivity and results when worked on collaboratively, it's Microsoft Visio... Well, now you can do this with your team from within Teams. How cool is that?

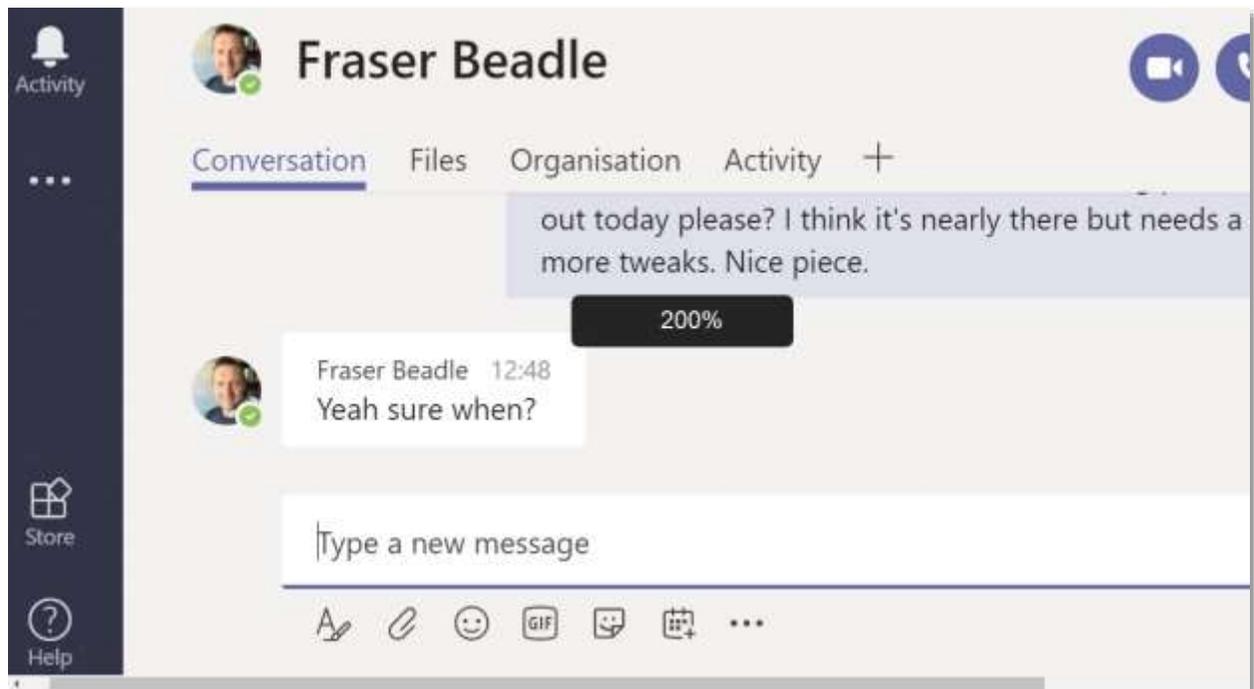


Once you have uploaded the Visio file into a channel, you and your colleagues can alter the diagram from directly inside Teams! You can also discuss the diagram within the Teams conversation window while working on it as you go. I am sure you will agree, this is a great way to get input and agreement from all stakeholders as you go, saving everyone time and getting a better-quality result.

Tip 16. Zoom in and out

You no doubt are used to zooming in and out on your browser many times. Did you know you can do exactly the same in the Teams desktop client?

All you need to do is press 'CTRL+' to zoom in and 'CTRL-' to zoom out.



At the time of writing this there's no way to zoom on the mobile apps.

NB: If you're using Teams in the browser you can also use the normal browser zoom functionality.

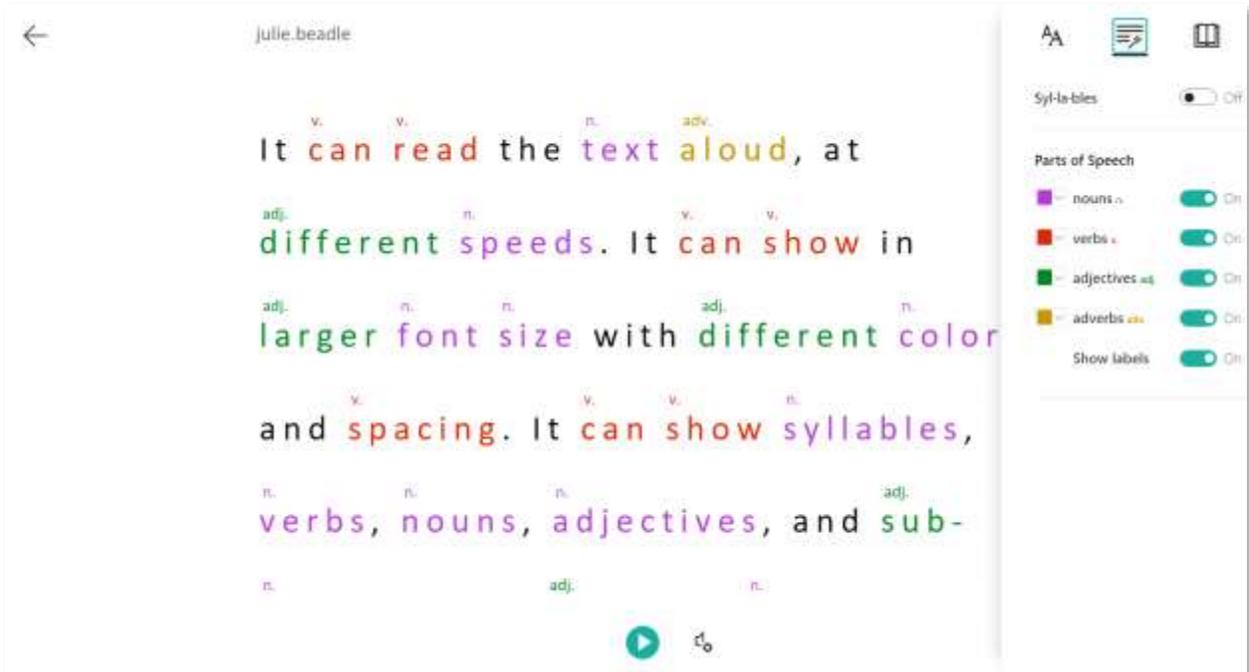
Tip 17. Microsoft Immersive Reader for Teams

This functionality has been around in other Microsoft Tech for a little while and is predominantly a tool in the Microsoft Education space, that's aimed at schools, colleges and teaches billed as a learning and accessibility tool. However, it can, of course, be useful to a much wider audience than just schools, especially now that it is available in Microsoft Teams. So how do you use it and what can it do?

Firstly, to access a given message you use the three dots '...' and select it from the drop down.



It can read the text aloud, at different speeds. It can show in larger font size with different colours and spacing. It can show syllables, verbs, nouns, adjectives, and sub-clauses all in different colours, and even with labels.

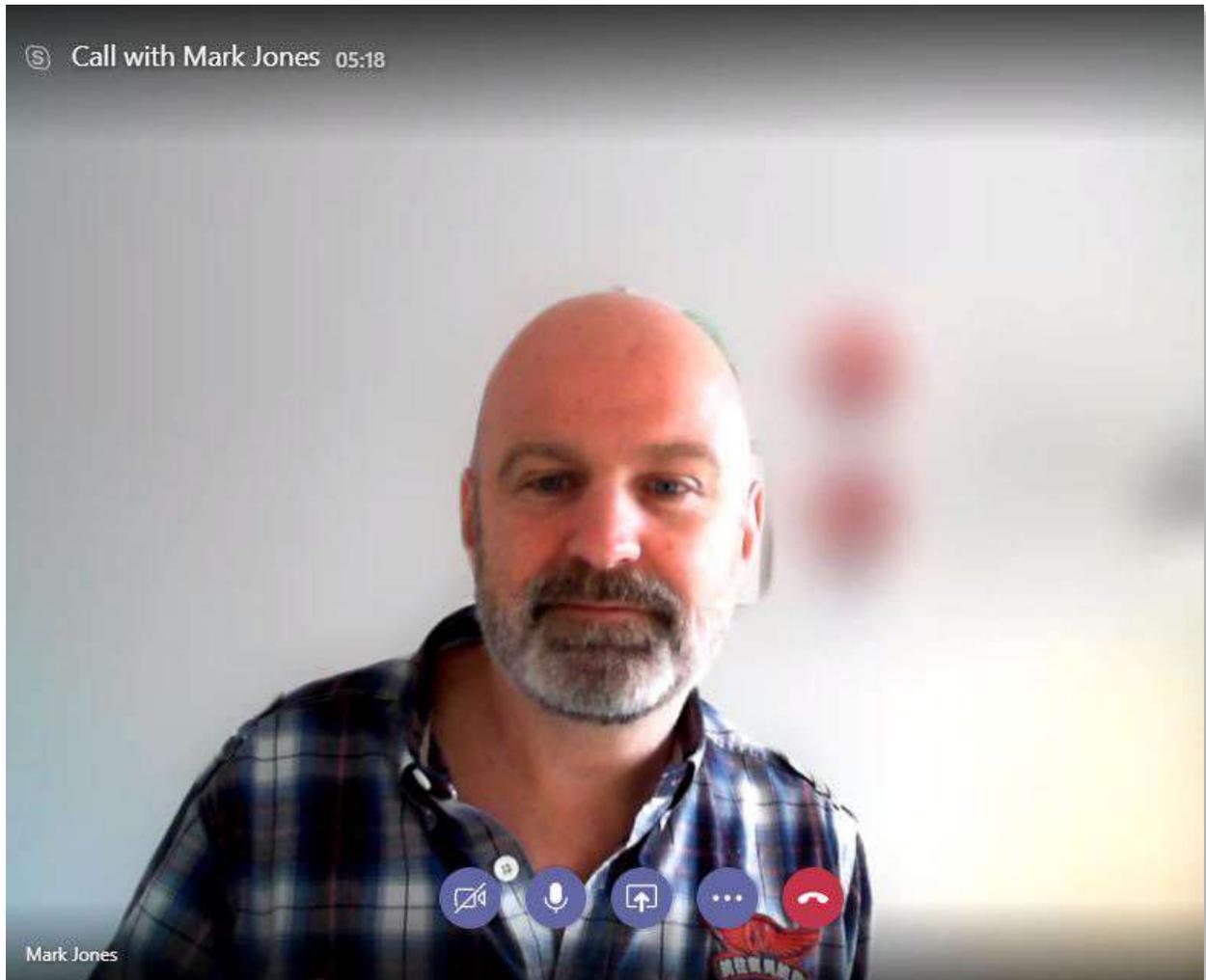


Tip 18. Something to hide?... Use Background Blur

If you've got something you don't want to share in the background, then it's pretty easy to blur it out in a Teams video call/meeting.

This is a handy functionality if you work in a busy office, have confidential information on your walls, or, like more and more people do in the modern age, you work from home and have the risk of family life crossing over to work life in the background of your video calls.

To activate Background Blur during meetings, just click on the more actions **'...'** **three dots** on the call menu and select **'Blur My Background'**.



Although compatibility is growing day by day, it is only compatible with specific PC specs at the moment, so if it is not available in the menu, then you may not be able to use the functionality.

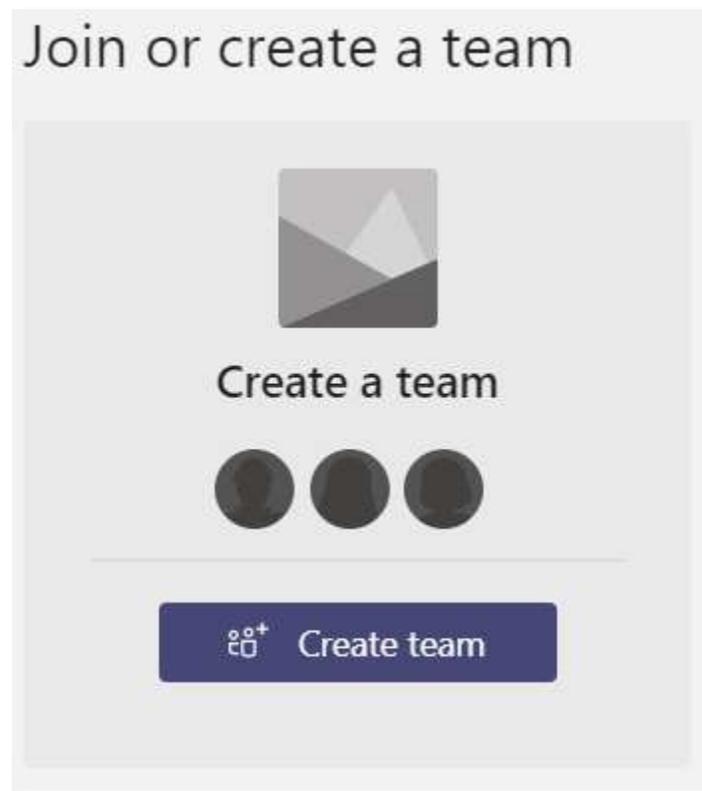
EXTRA TIP: If your device supports it, click CTRL+Shift+P when you're on the call to toggle the blur.

Tip 19. Use Existing Team as a Template or Create a Team from your existing Office 365 Group

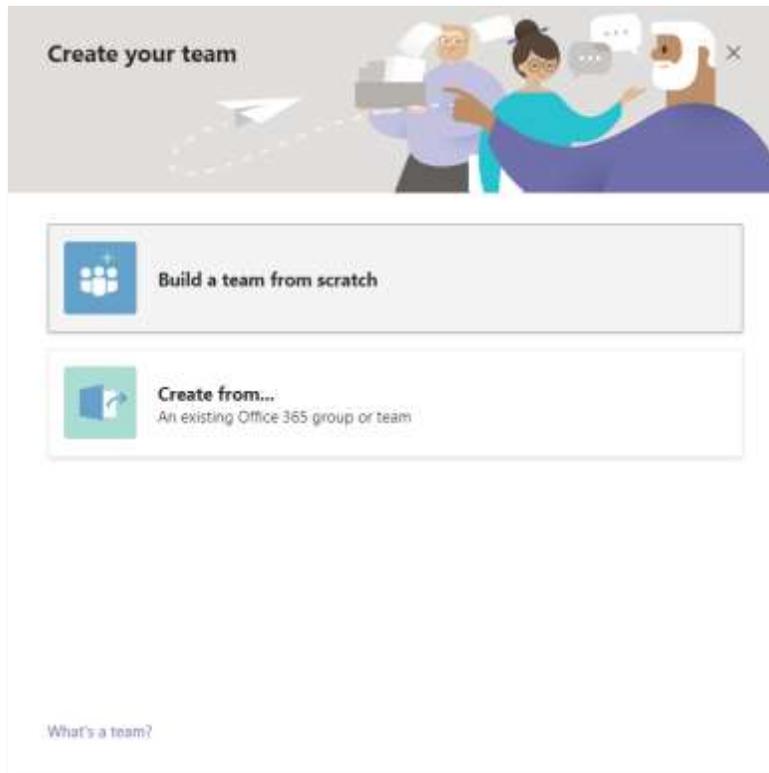
While there is not the concept of a Template for your teams as such, there is some great functionality for using existing teams as your template for creating a new team.

Within Microsoft Teams and on the 'Teams' list, at the bottom select 'Join or create a team'. Here you will have the option to create or join a team.

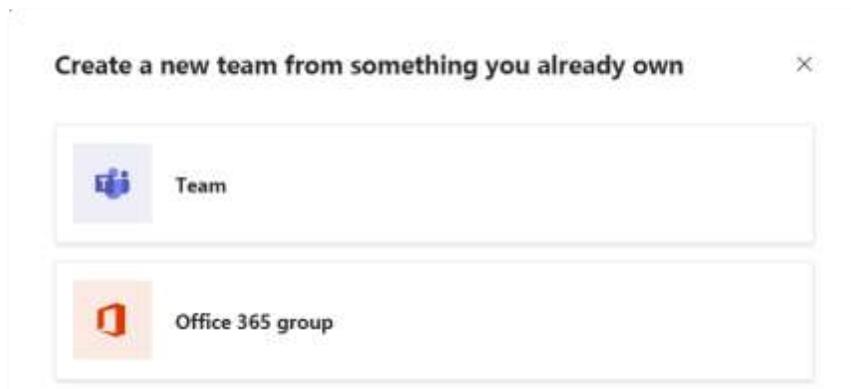
Choose the 'Create Team' Option.



Then in the window that pops up, you have the option to 'Create From...an existing Office 365 Group or Team'



Once selected you then have the following two options:



Selecting Team Option

You will then be able to choose from a list of your existing Teams and will be guided through the process where you are asked for the team name, description and which aspects of the originating team you would like to copy over.

For the Larger Organisations or for the initial rollout and adoptions of Teams, it may be worth creating a team that is solely used as the template, possibly called 'Template Teams'. This will help your users get started, as well as maintain a standard approach for your Channels and Tabs within each team.

Selecting Office 365 Group

You will be presented with a list of existing Office 365 Groups that you own and that don't currently have a Microsoft Team associated with them.

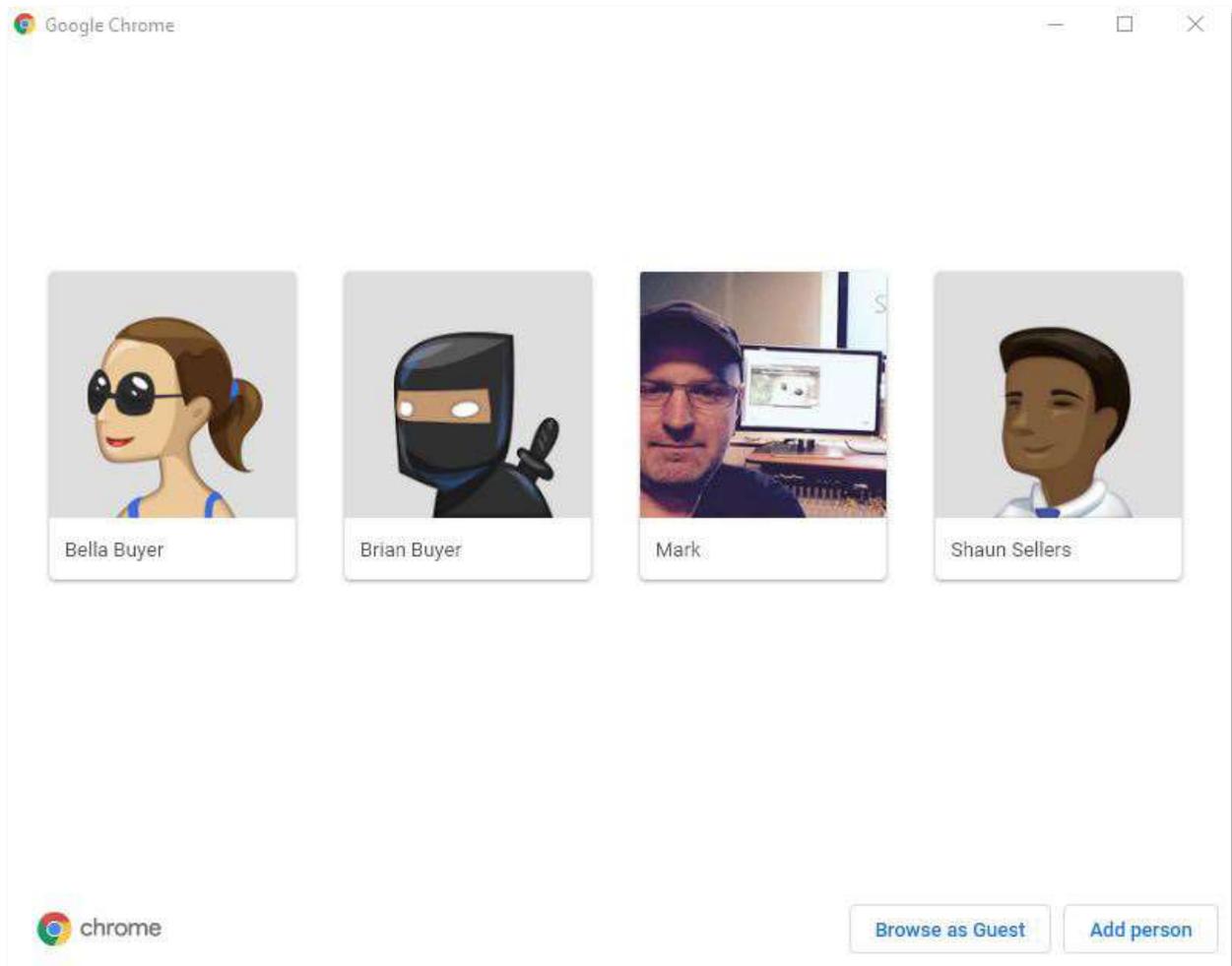
Select your desired group, and a team with the same name will be created automatically. The team will share the same group privacy (public or private) and members as the original group.

A great way to bring your existing SharePoint groups into Teams. This [Microsoft Post](#) explains it in a little more detail.

Tip 20. Use Chrome profiles to Manage more than one Teams Login

There are many reasons for needing to log into Teams with two different accounts. Unfortunately, Teams doesn't make account switching easy. If you have to manage more than one login account for Teams, then it's a challenge as you can only be logged into one account at a time.

There are a few options here. You can either use multiple (different) browsers, or you can create another user within Chrome. Once set up, you can easily switch between the two instances. The best part is that everything is separate including logging on to other Office 365 services.

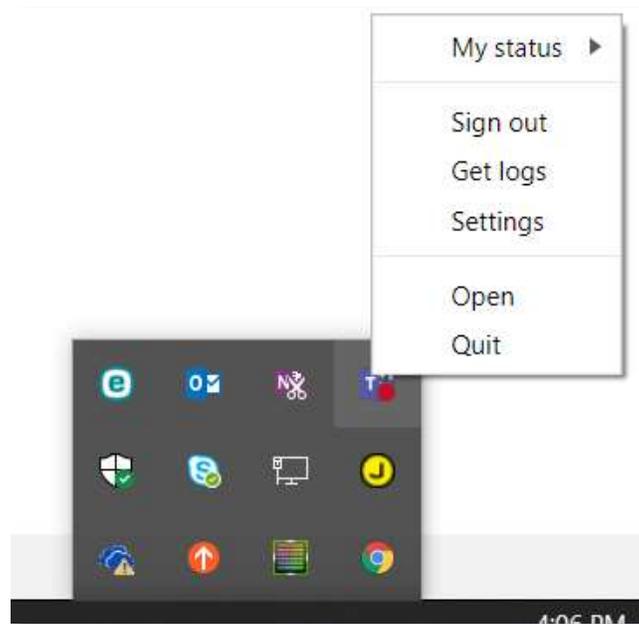


Don't have Chrome?

- Join the other team as a guest using your ID.
- Login to the Teams desktop with one account and the browser version of Teams with the other.

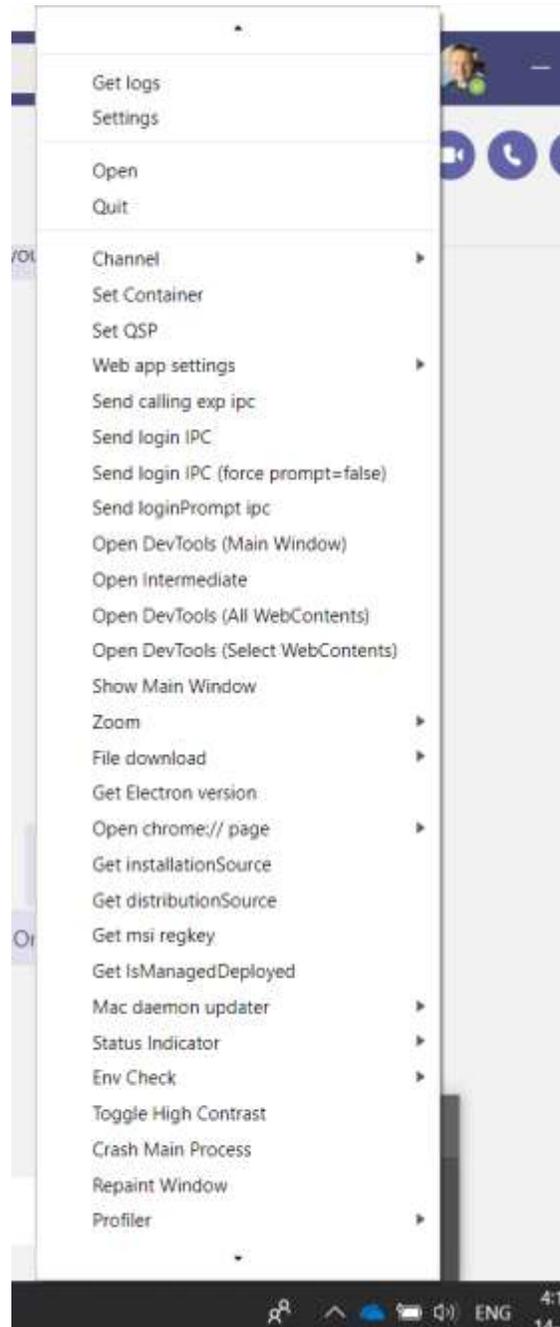
Tip 21. Secret Teams Developer Menu from the System Tray

That's right - there is a secret Developer menu you can access via the Teams icon in the system tray. If you go into the system tray and right click the Teams icon, you usually get the standard menu that can take you to your status, settings, or open or quit the Teams window.



However, there is a menu that can be accessed from here that has all sorts of goodies on it for the Developers amongst you. Now don't laugh when I tell you the secret handshake, I promise it works. All you have to do is double click the icon, then right click all in quick succession.

If it doesn't work the first time, keep trying as it often takes 2 or 3 goes.



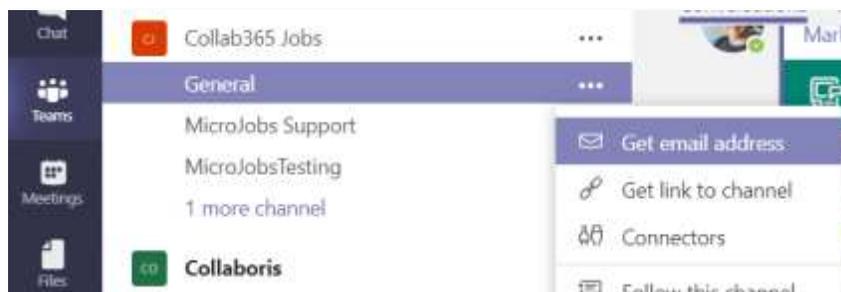
This Menu gives you access to various tools to help with your work with Teams. However, the most useful are the '**Open DevTools**' options which allow you to debug like you are in a browser.

Tip 22. Send or Forward an Email into a Teams Channel

Now it might sound a little odd that the new way we all talk can get a message from the old way we all used to talk. However, emails are still widely used, and this flexibility with Teams provides some great uses, in particular when dealing with larger teams.

This is a great way to get an announcement, news or information in front of your team quickly. You may send the message to their email addresses as well, however as people are moving increasingly towards managing their day-to-day work and communications within Teams, sending a message in this way is likely to get the highest (and probably fastest) read rate.

All you need to do is click the three dots '...' against the channel and select 'Get email address'. You can then copy the address and use it in your emails as you would any other.



When a message is sent to the channel, it will appear as a conversation in that Channel.

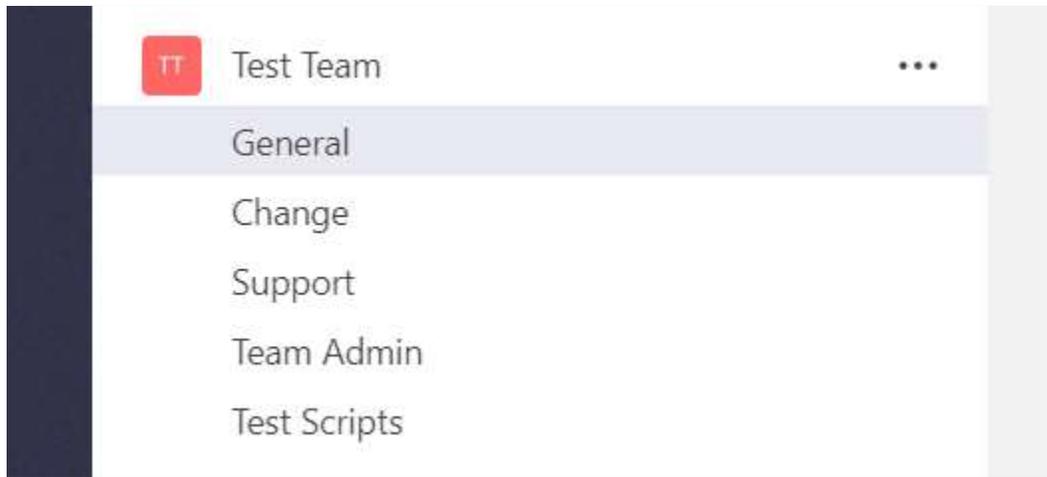


Tip 23. How to change the display order of your Channels.

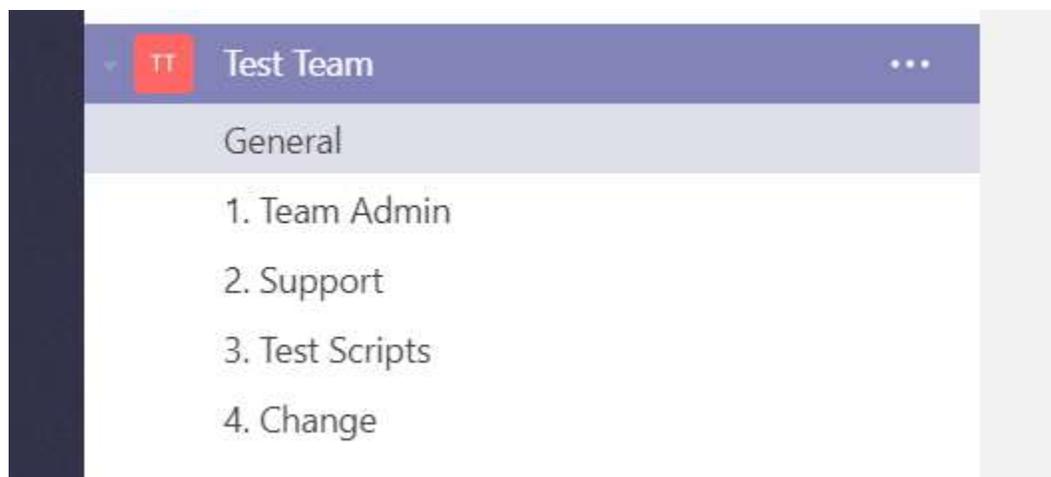
So, you have a Team with a number of Channels and realise one day, maybe for efficiency of use or Logical layout, that you would like to change the order of your channels.

Well, you cannot as such change or fix the order of your channels, and the General Channel is always fixed at the top no matter what. However, it is worth noting that the channels display order is alphabetical or to be more accurate alphanumerical order.

If you have the following set of channels you want to re-order, you could give them different names to get a better order:



Or, an easier option would be to give numbers to your channel names:



There you have it, your teams nicely ordered how you want them.

Note: There is however one thing to be aware of renaming the channel retrospectively in this way **does not** rename the SharePoint folder.

Tip 24. Get Planner Notifications in your Teams Team

In your Teams channel you can organize your tasks by adding one or more Planner tabs. You can then work on your plan from within Teams or in Planner for web, remove or delete your plan, and get notified in Teams when a task is assigned to you in Planner.

What does this mean?

Team members of a team with a Planner tab will receive a Teams notification when a Planner task is assigned to them by another person. This provides a fantastic way to manage and assign tasks with your team, all within the Teams workspace.

The Teams notification appears in the Teams Activity Feed and in Chat. It contains the task title, who assigned you the task, the plan the task belongs to, and a link to open the task details in Teams. You can see a record of past Teams notifications in the chat conversation with Planner.

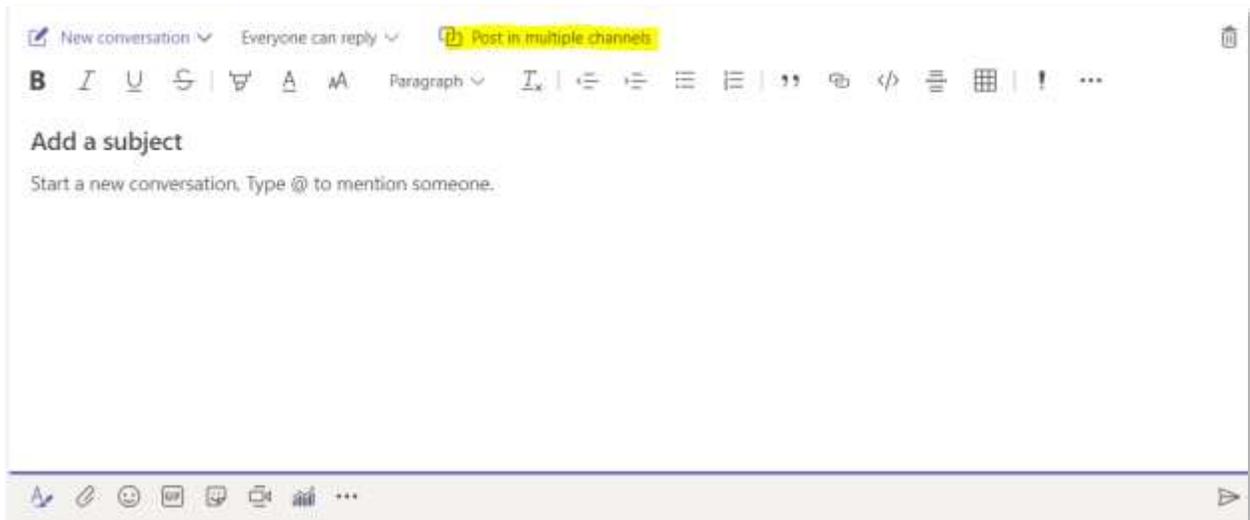
The alerts and functionality can be enabled or disabled both at the individual level and at the admin level.

Tip 25. Post a message to multiple Channels at once

A cool function if you have information or an announcement that needs to be shared across multiple teams and channels.

Go to the conversations tab of the Channel you want to start from and in the Start new conversation box at the bottom click the format button, the 'A' with a pencil next to it.

Then in the top of the window you can select 'Post in multiple channels' as you can see below:



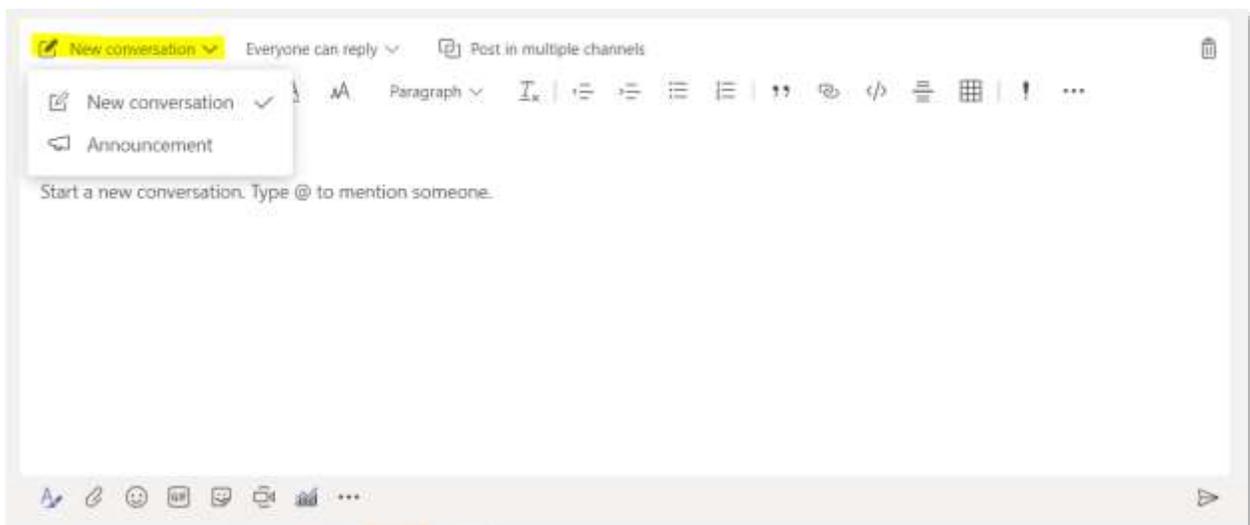
Once posted the message will appear as a new conversation in each of the channels you have selected. From that point onwards though, they are separate conversations, and reply messages in each of the channels will only show in that channel like it would with a normal message. Even so, with an @General mention in the message, it is a great way of getting a message across a number of teams quickly.

Tip 26. Announcement within a Channel

Another great way to catch your user's attention is an Announcement. Which, if used in conjunction with posting to multiple channels, can be really powerful.

To start, go to the conversations tab of the Channel you want to start from, and in the Start new conversation box at the bottom, click the format button, the 'A' with a pencil next to it.

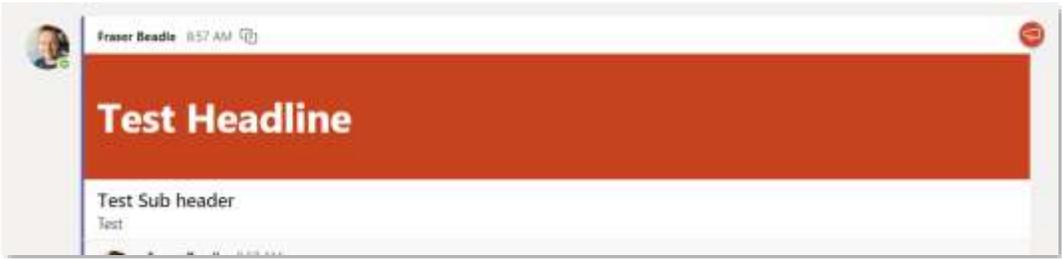
This time in the top left, select the down arrow next to 'New conversation' and choose 'Announcement,' as shown below:



This then gives a couple more options for your message over that of a standard message; you can add a Headline and Format it and add a background image with the buttons on the right-hand side. Then you can add your Subheader and message content as with a standard conversation.



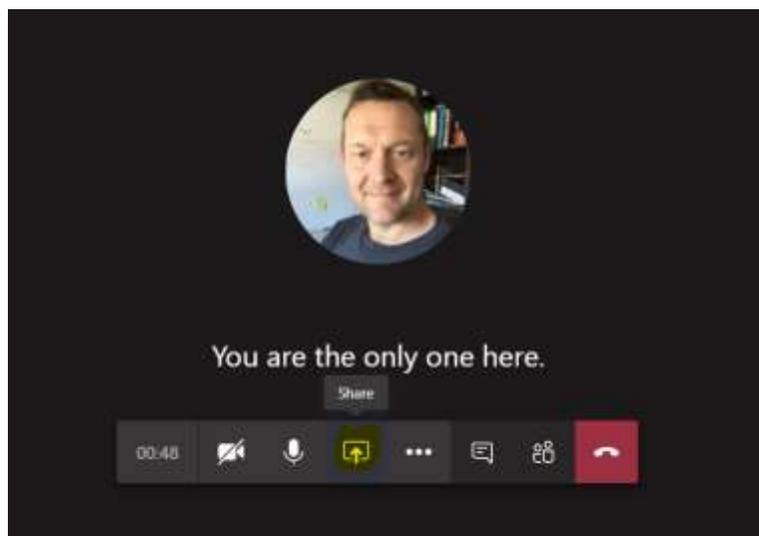
As I mentioned above you can then choose to post this to multiple channels as well, giving you a great way to communicate that important announcement across many Channels and Teams. Once posted the message will appear in each of the channels selected and will have a little red icon on the right-hand side, from that point onwards though they are separate conversations. With an @General mention in the message it is a great way of getting an announcement across a number of Teams quickly.



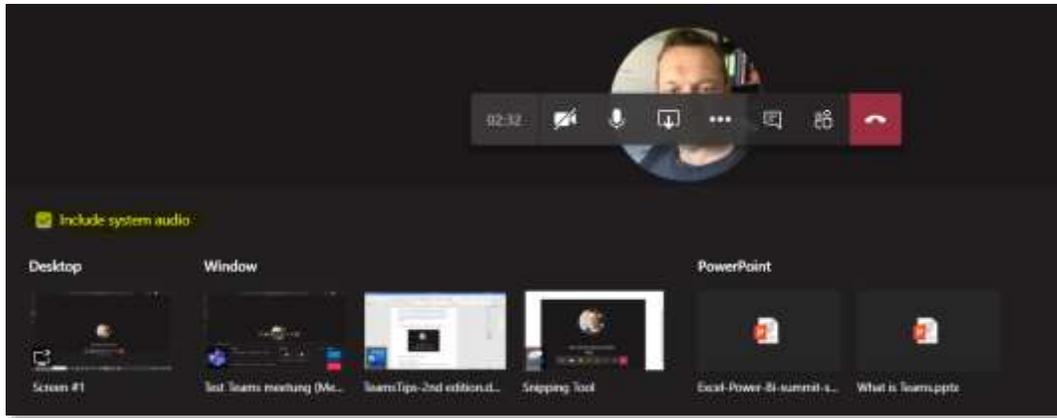
Tip 27. Share your system sound in a Team meeting

You can now share your system sound with a team meeting so that you can share the audio of a video you are showing whilst sharing your screen. Here at Collaboris and Collab365 where we work remotely and deal with a lot of online summit sessions and general video content, this is a really useful improvement for us to collaborate effectively.

Doing this is really easy when you click the 'Share' button to share your screen from within a Teams meeting.



On the screen that pops up where you select the Window, Screen, or Application you wish to share, ensure you click the 'Include system audio' checkbox.



This will share all your system sounds, which is great for viewing videos or listening to some audio whilst sharing with your meeting. However, it is also worth noting that alerts and notification sounds will also be heard in the meeting. Here are a couple of other key points to consider if using this function:

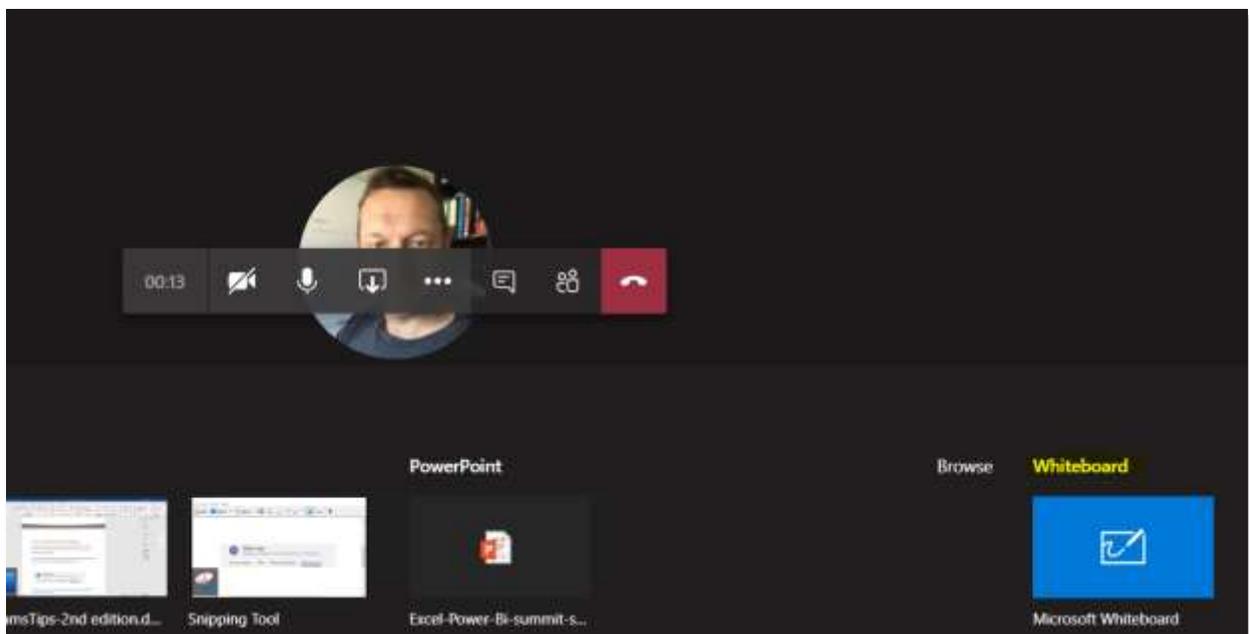
- Teams and your computer need to be set to the same speaker. Adjust your computer's audio output in your system settings and your Teams audio output in your device settings in Teams.
- To avoid echo, remember to keep only one device's mic and speaker on in a room.

Take a look at this Microsoft Support page on [Sharing your system audio in a Teams meeting](#) for some further information on this.

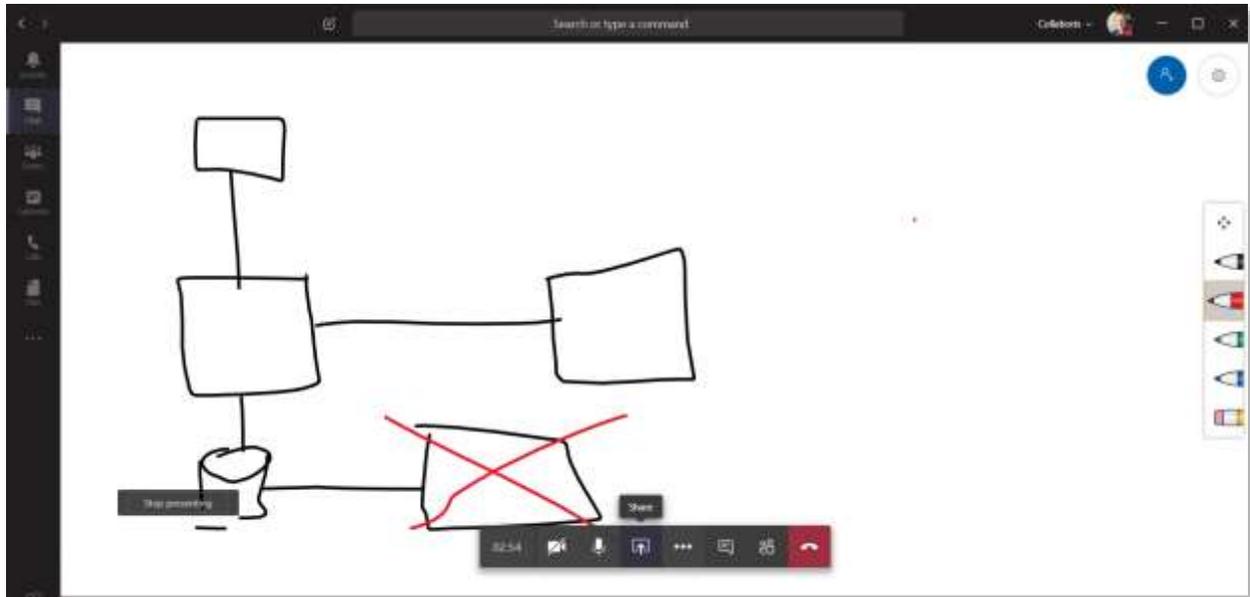
Tip 28. Whiteboard in Teams Meetings

Whiteboarding does have to be enabled for you to use it in Teams, but once it is, it is a great way to interact remotely. Here is a post from Microsoft on [How to Manage Whiteboard in Microsoft Teams](#).

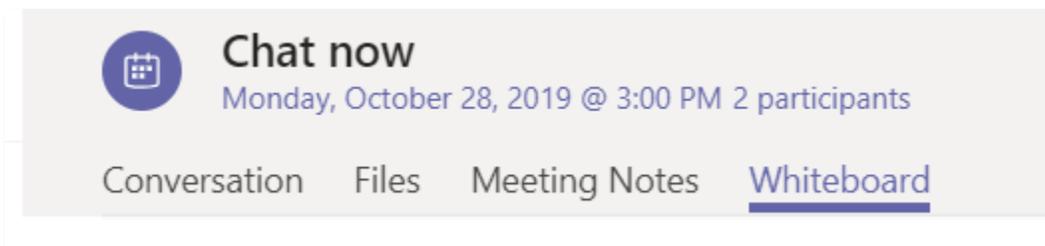
To use Whiteboard in a Teams meeting, you simply click the 'Share' button as you would to share your screen, then on the right-hand side you select Microsoft Whiteboard



Here you can then collaborate on a whiteboard, using your mouse or Surface pen if you have one.

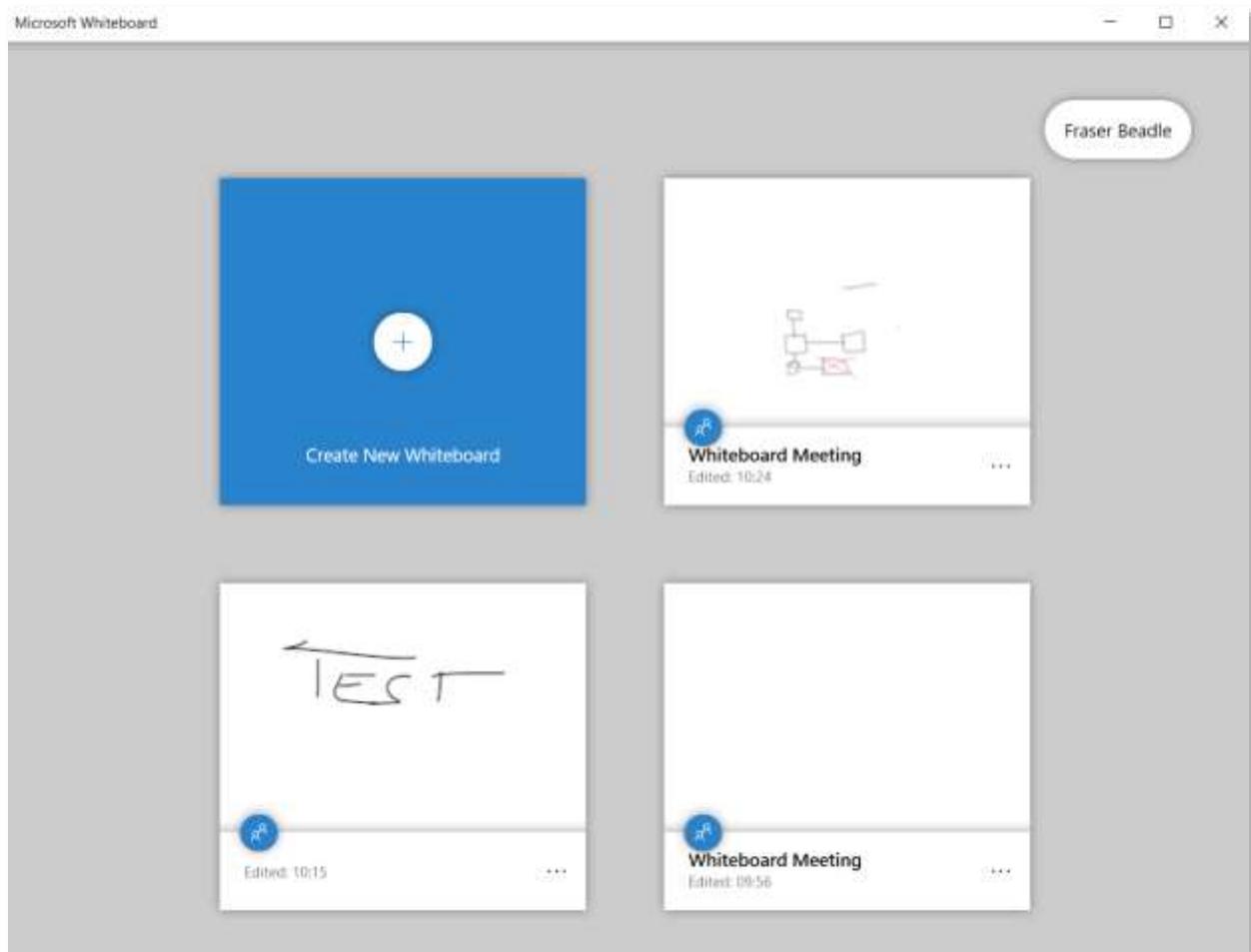


The whiteboard can be accessed either before or after the meeting, via the Whiteboard tab within the meeting.



Take a look at this post from Microsoft for [More information](#).

You can then access and share all the Whiteboards you are involved in by downloading the Whiteboard app from the [Microsoft Store](#). From this app, you can also create new Whiteboards and share them directly into your Teams Channels.



Tip 29. Some Useful Links

That's it for the Teams tips: However, I just wanted to add some other useful resources that might help you with your quest to learn more about Teams:

- Collab365 Community site has some great posts - <https://collab365.community/category/microsoft-teams/>
- Microsoft interactive teams demo – <https://teamsdemo.office.com/>
- Collab365 MicroJobs has some great Microsoft Teams Freelancers and MicroJobs for you to get training or wider help on your utilization of Microsoft team, take a look - [Collab365 MicroJobs](#)
- Microsoft's Support site has some great resources including the really useful [Microsoft Teams FAQs](#)
- Resources you can purchase from our Recent Teams Virtual Summit:
 - Teams Virtual Summit - [Session Recordings.](#)
 - Teams Virtual Summit [eBook bundle](#)
 - [Teams Nuggets Training Videos](#)

That's all the tips folks, I hope you found them useful.

Need help with Microsoft Teams?

We really hope this eBook has been a useful guide to help you get the most out of Microsoft Teams.

However, as with everything, you may need some help from time to time. Maybe a 30-60-minute call to discuss some of these Tips would be useful? Or, maybe you need help with Rolling out Teams in your organization and getting your team trained up.

On Collab365 MicroJobs we have many Microsoft Teams skilled freelancers that can help you:

- Take a look at the fixed priced Teams MicroJobs here - [Microsoft Teams Category](#)
- Or, post a Project Request for our Freelancers to provide you with a proposal and quote for your specific need [HERE](#).

Why use MicroJobs to hire Microsoft Freelancers?

At Collab365, we believe the way we work is changing dramatically. We documented our thoughts in our Free to download eBook - '[Future of Work and what will it mean for your job?](#)'

How does MicroJobs work and what about payment?

Paying for online services with people that you don't know can be worrying for both parties. The buyer often doesn't want to pay until they're happy that the Freelancer has completed the work. Likewise, the Freelancer wants to be sure they will be recompensed for their time and commitment. Collab365 MicroJobs helps both the buyer and the Freelancer in these ways:

- The buyer pays up front and the money is securely held in the MicroJobs Stripe Connect platform account.
- The Freelancer can then begin the work in the knowledge that the payment has been made.
- Once the buyer is happy that the work is complete and to their satisfaction, the funds become available to the Freelancer.
- There's even a dispute management function in case of a disagreement. But it shouldn't happen. As long as the deliverables are agreed up front and both parties keep talking the entire way through, you won't be disappointed.

Find out more on how MicroJobs works [on this page](#).