

Softlanding

Microsoft Teams Overview



Lesson 3

COMMUNICATING IN CHANNELS

Lesson 2: Communicating in Channels

In this lesson, you will learn how to:

- Manage messages
- Do more with messages
- Manage files in a channel

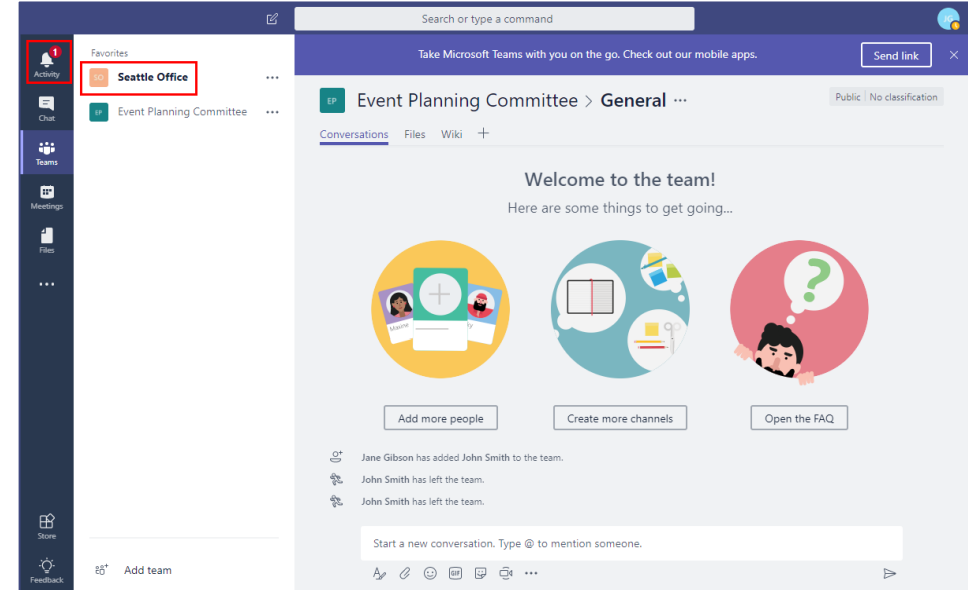
Topic A: Managing Messages

In this topic, you will learn how to:

- Identify new messages
- Mark messages as read or unread
- Like and save messages

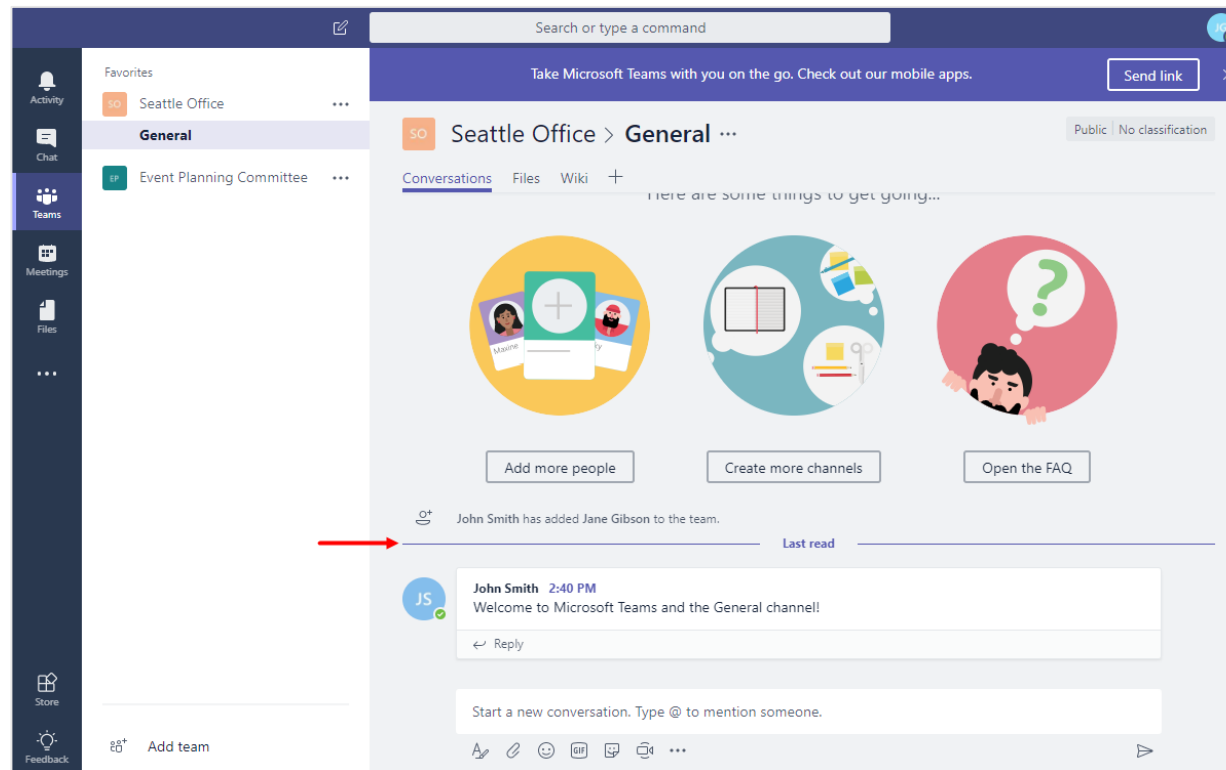
Identifying New Messages

- Teams with new messages will be bolded in the task pane
- A badge will be displayed on the Activity icon in the sidebar
- You may see a notification if you have followed the channel that the message was posted in



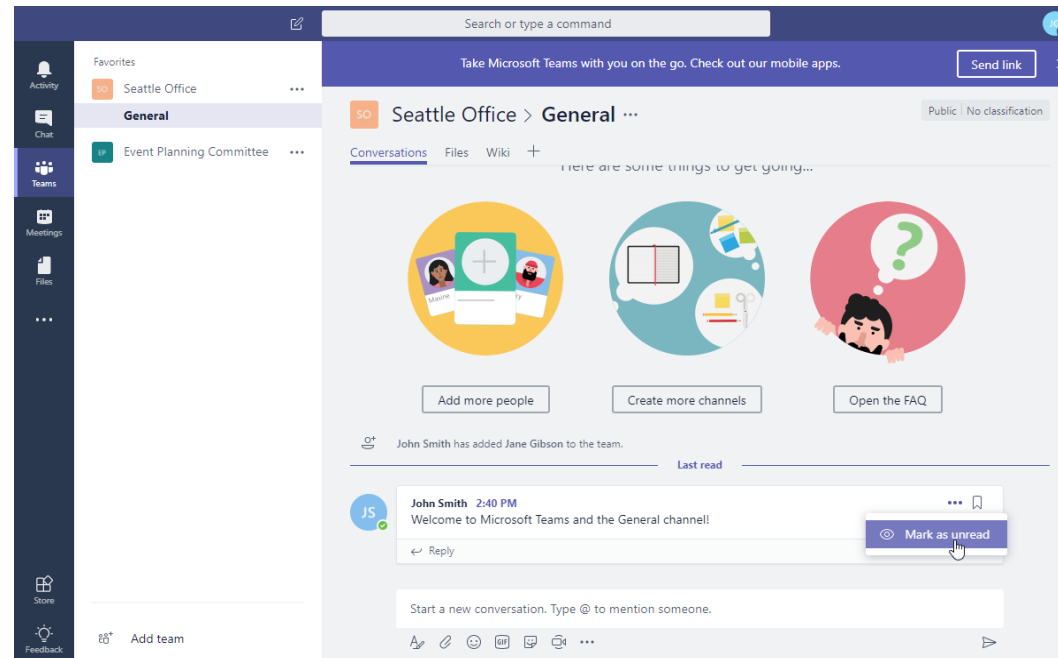
Identifying New Messages

When you open the channel, a line will indicate where your new messages start:



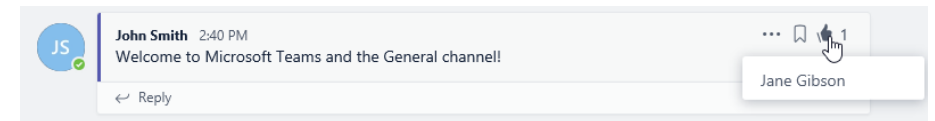
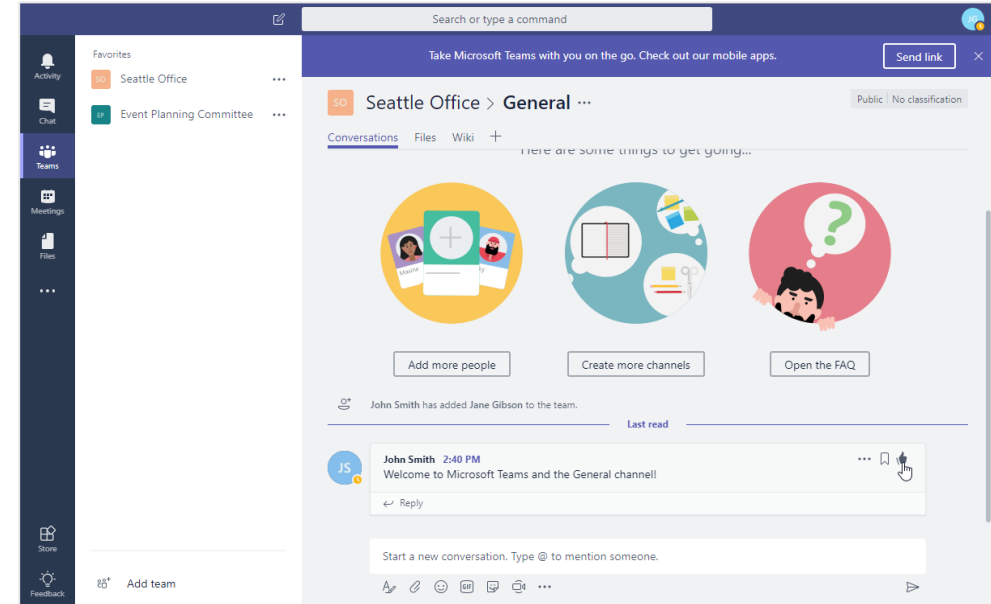
Marking Messages as Read and Unread

- Move your mouse over the message, clicking the ellipses in its right corner
- Click “Mark as unread”



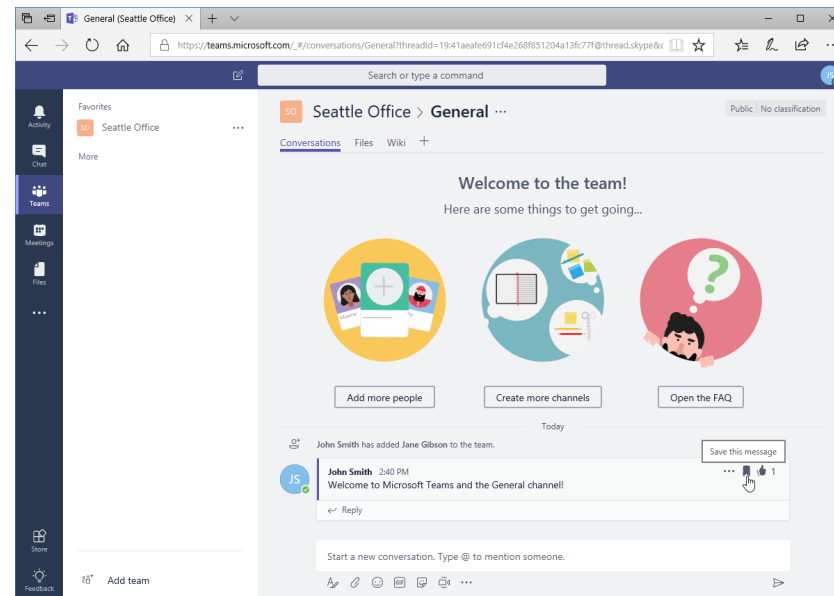
Liking a Message

- Simply move your mouse over a message and click the thumbs-up icon
- The number of likes will now be displayed beside the message
- You can move your mouse over the icon to see who has liked it



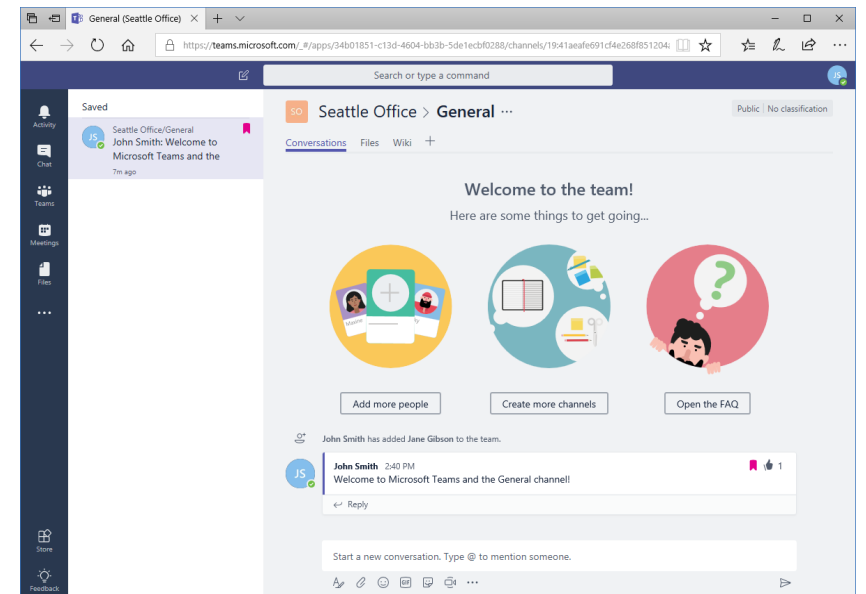
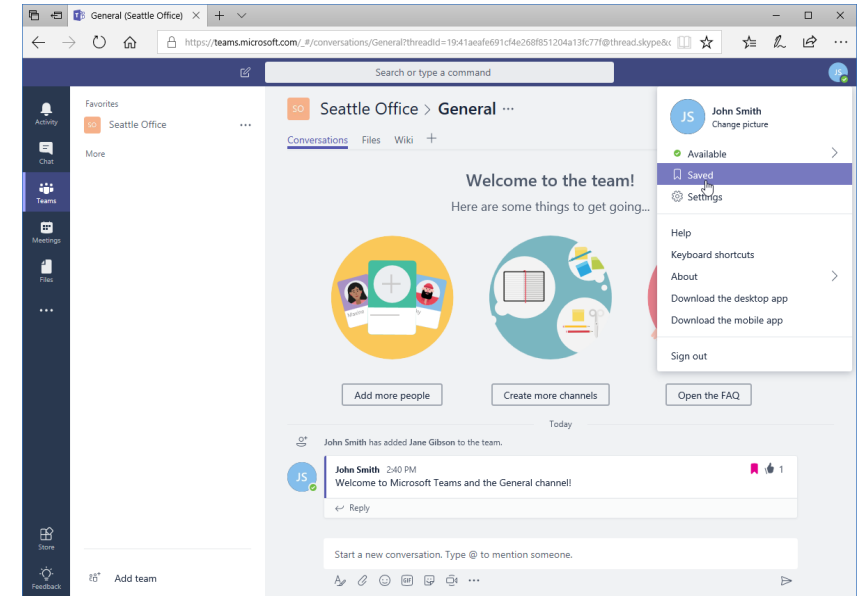
Saving a Message

- Move your mouse over the message and click the bookmark icon
- The item will be immediately saved



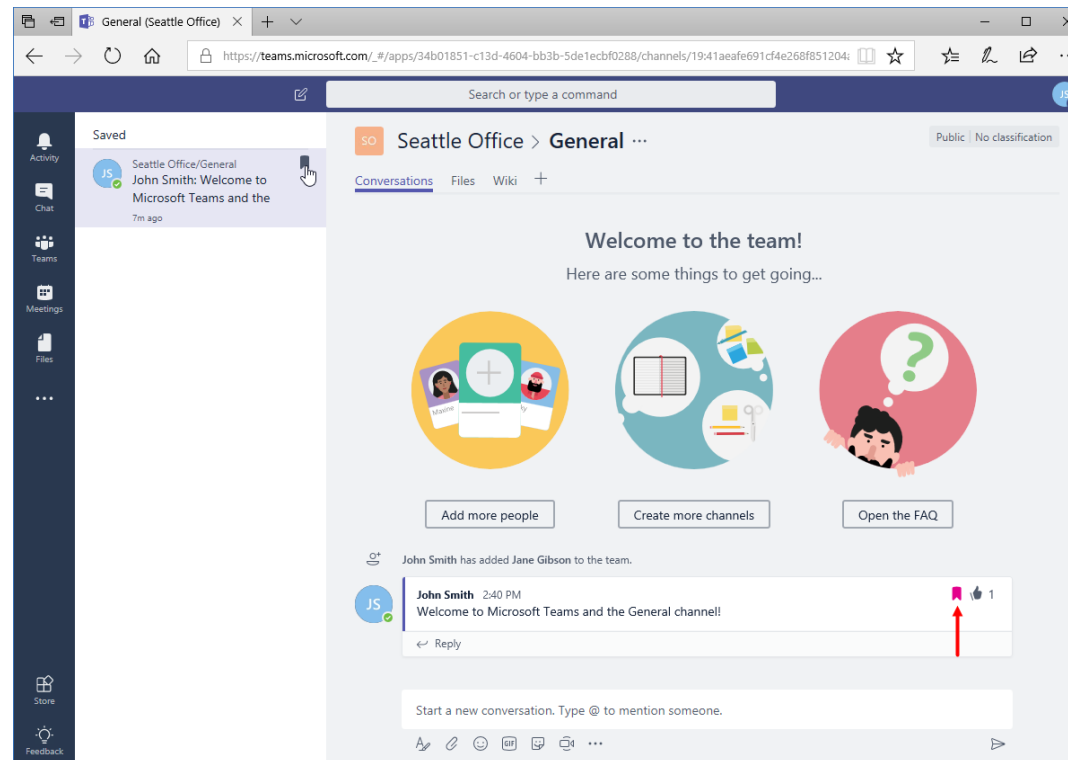
Saving a Message

- You can view saved items by clicking your profile icon and clicking “Saved”
- This will show your saved items in the contextual task pane
- Details of the selected item will be shown in the main window



Saving a Message

To remove an item from your Saved list, click the bookmark icon in this window or from the channel:



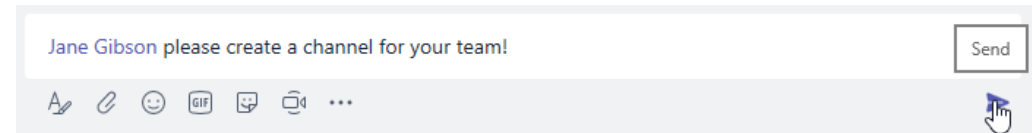
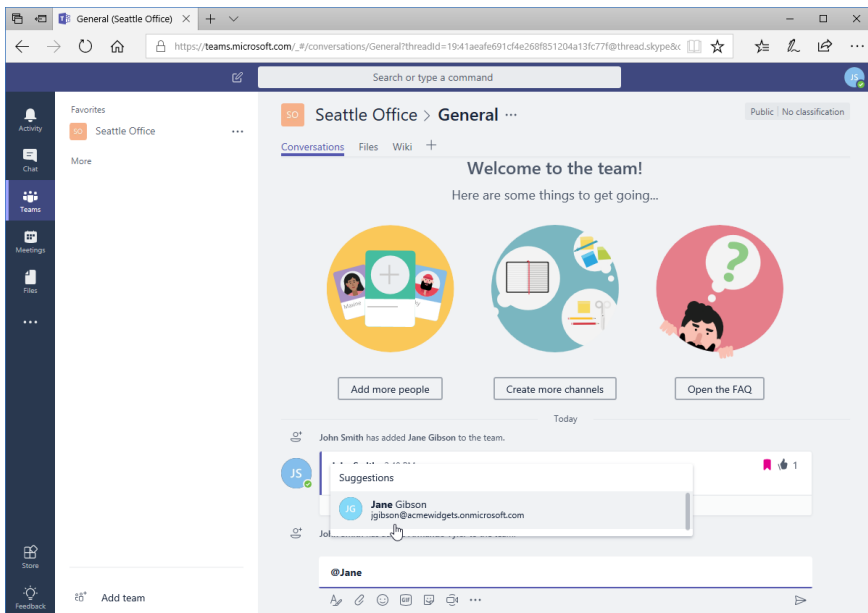
Topic B: Doing More with Messages

In this topic, you will learn how to:

- Use mentions and announcements
- View your activity
- Search in Teams

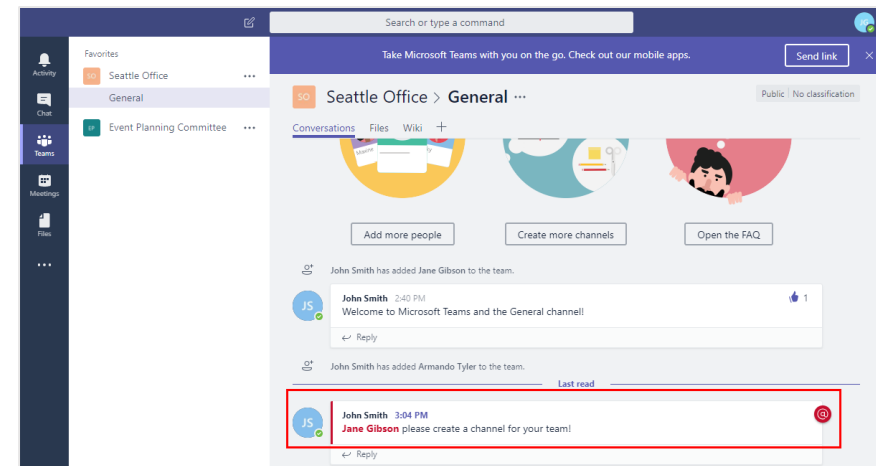
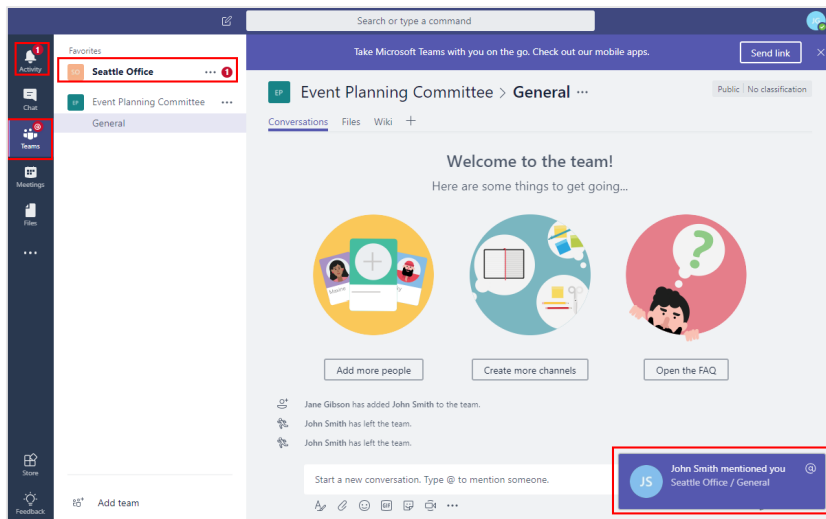
Using Mentions

- Type the at symbol (@) followed by the user's name, or click their name in the menu that pops up
- Complete the message as usual



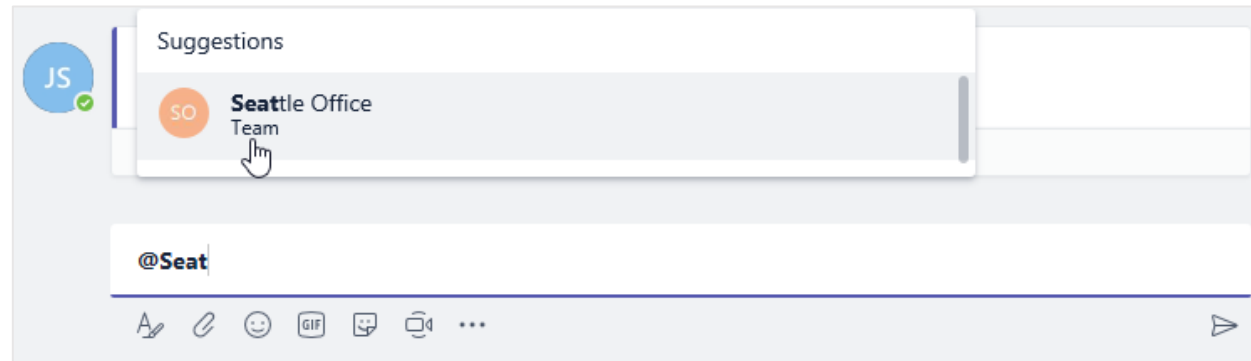
Using Mentions

- The user will be notified they have been mentioned with several indicators, including a pop-up notification
- When the user opens the channel, their mention(s) will be highlighted



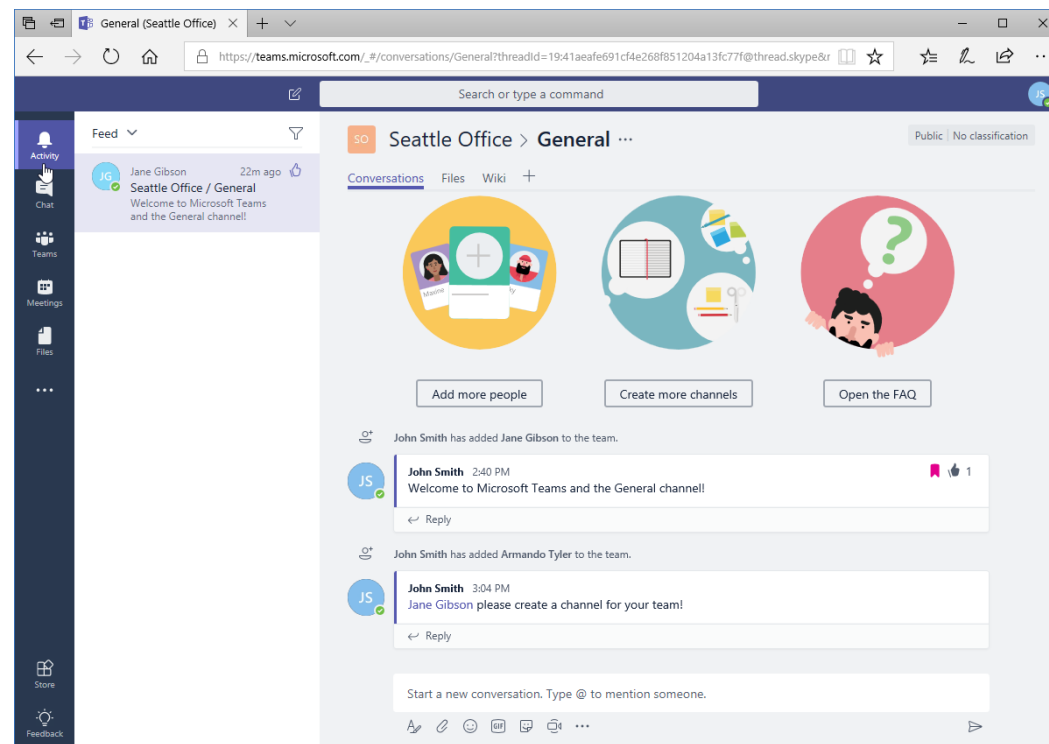
Using Announcements

Simply type the at symbol (@) followed by the channel or team you want to address:



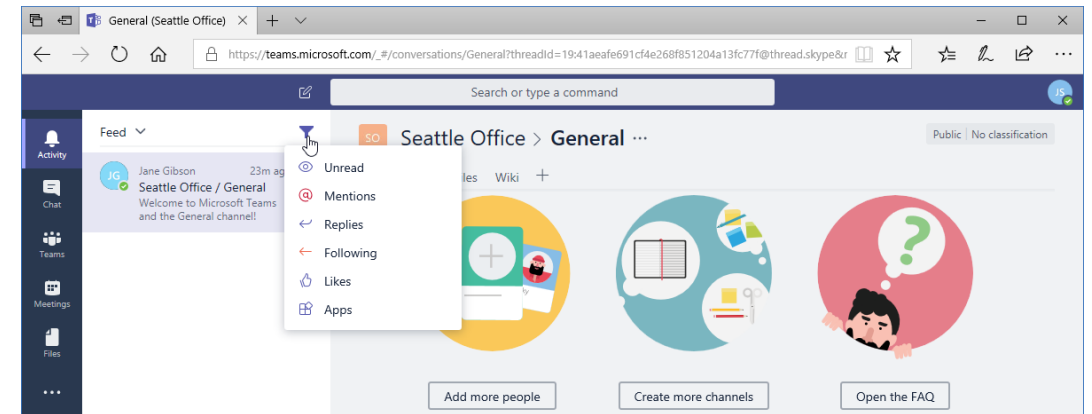
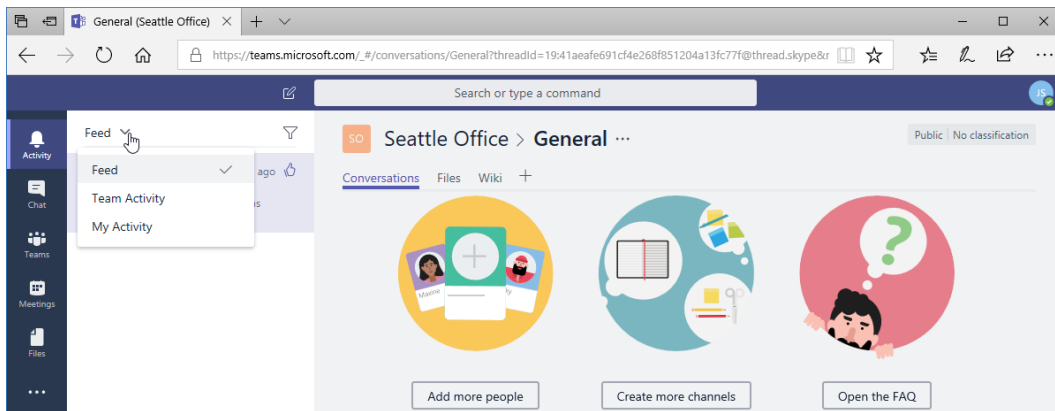
Viewing Your Activity

To view your activity, click the Activity icon from the sidebar:



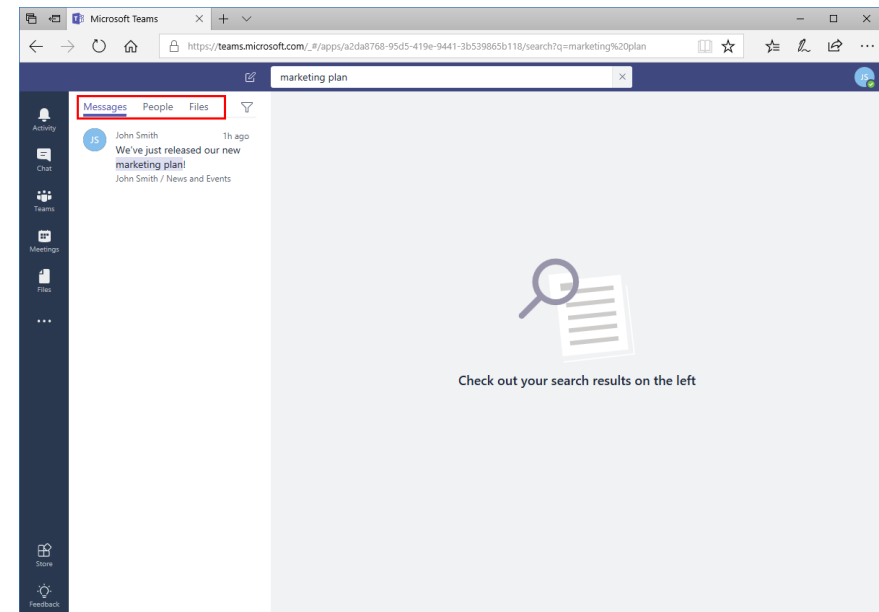
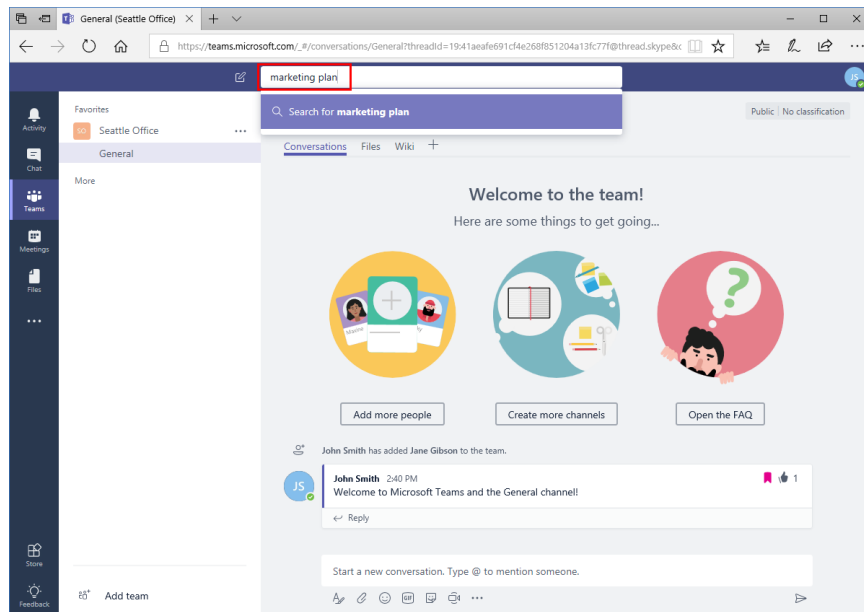
Viewing Your Activity

- You can use the Feed menu at the top of the task pane to narrow down the display
- Or, click the Filter icon to customize the results even further



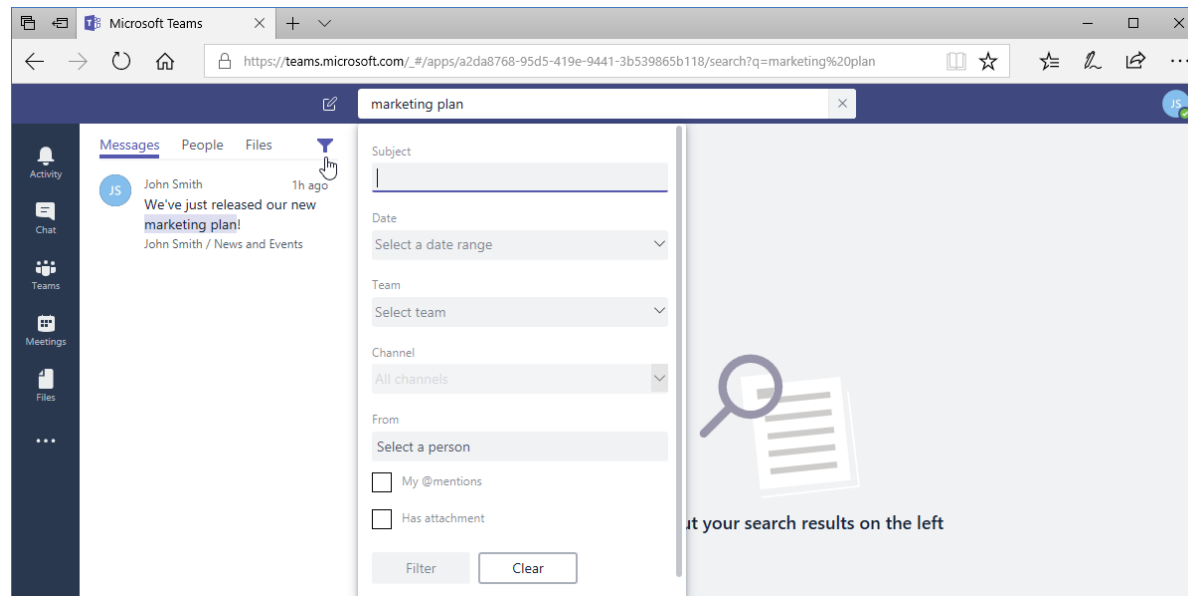
Searching in Teams

- Click in the Search field, type your terms, and press “Enter”
- Results will be displayed in the contextual task pane



Searching in Teams

- Click any item to see it, or use the tabs at the top to filter your results by messages, people, or files
- Click the Filter icon for more advanced options



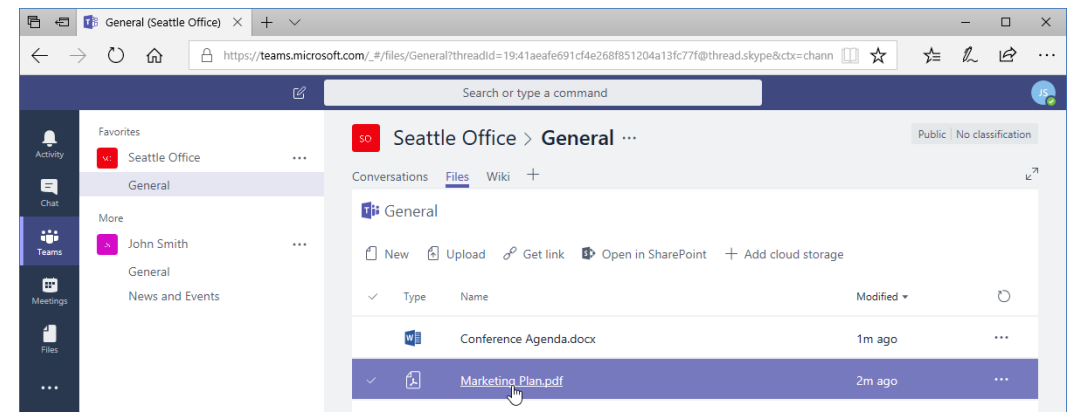
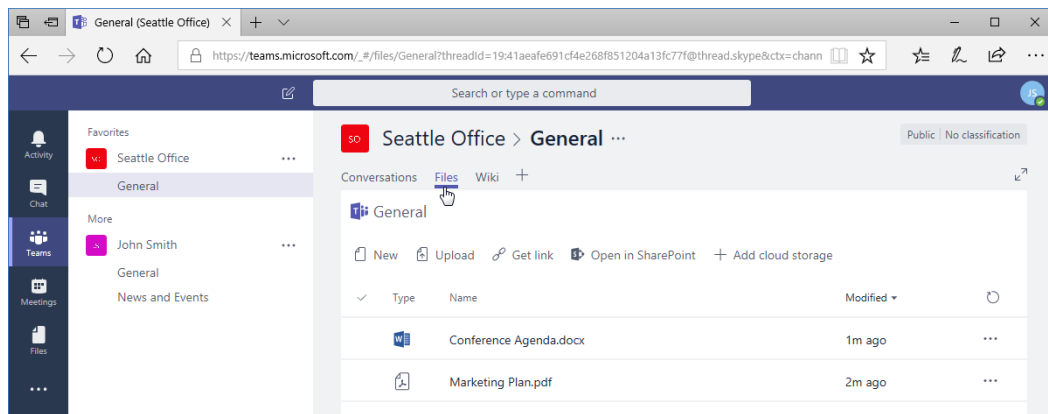
Topic C: Managing Files in a Channel

In this topic, you will learn how to:

- Use the Files tab
- View, create, upload, manage, and move posted files
- Add additional file services

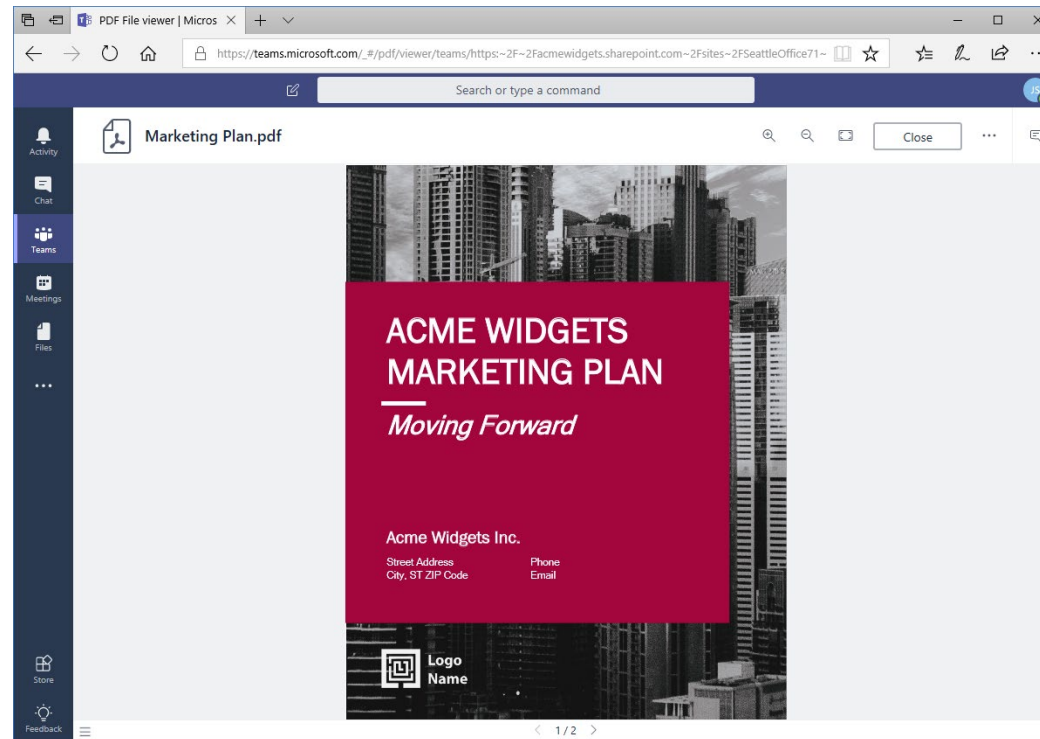
Viewing Posted Files

- To view a list of all files uploaded to a channel, navigate to it and click the Files tab
- To view any file, click its name



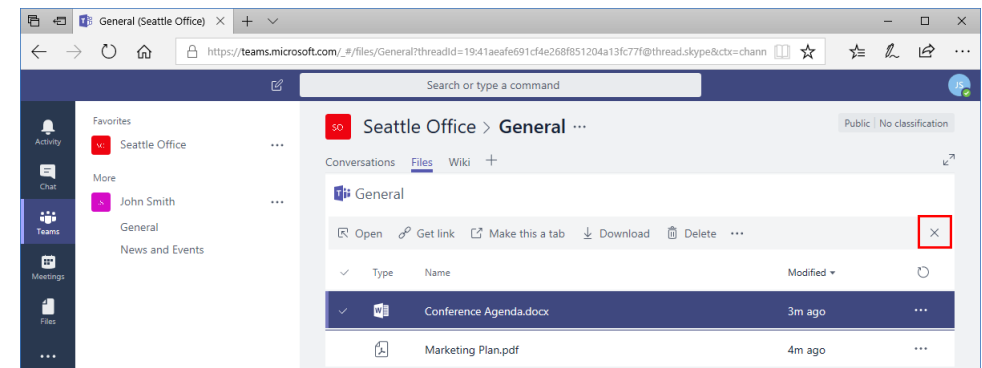
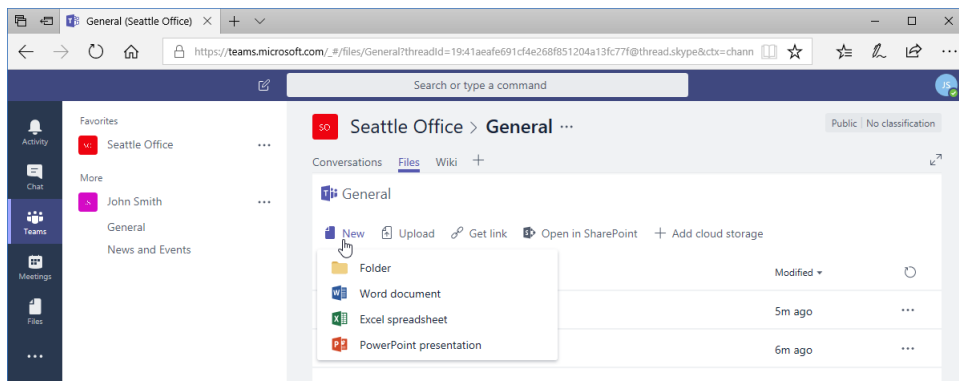
Viewing Posted Files

- The file will then be displayed within Teams
- Click Close to return to the Files tab



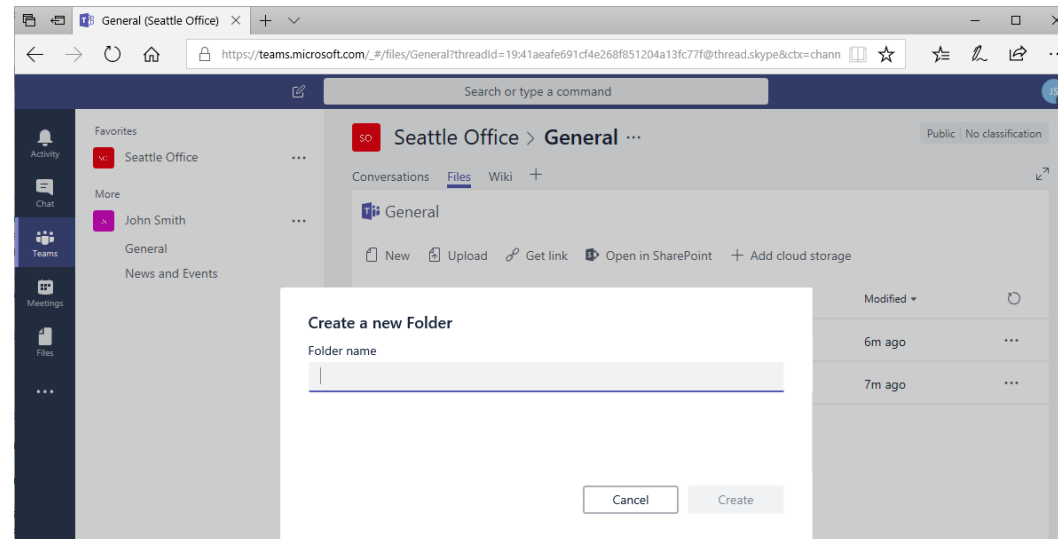
Creating a New File

- Click the New icon on the toolbar and choose what you want to create
- If you choose to create an Office document, the related application will open in another tab



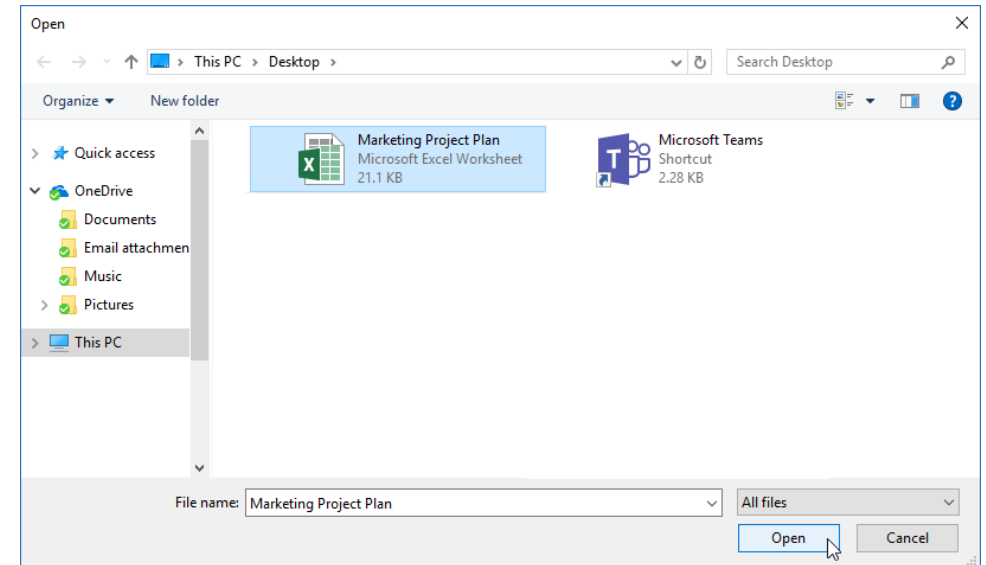
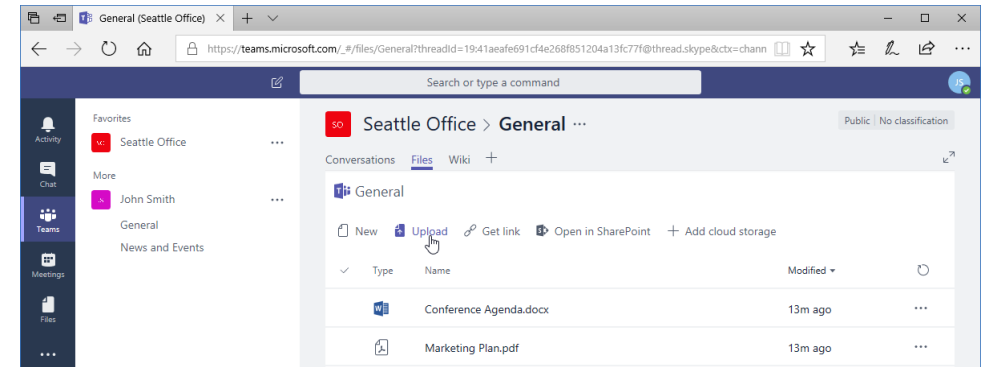
Creating a New File

- If you choose to create a folder, you will be prompted to name it to continue
- This folder can now be used to organize files just as you would on your desktop



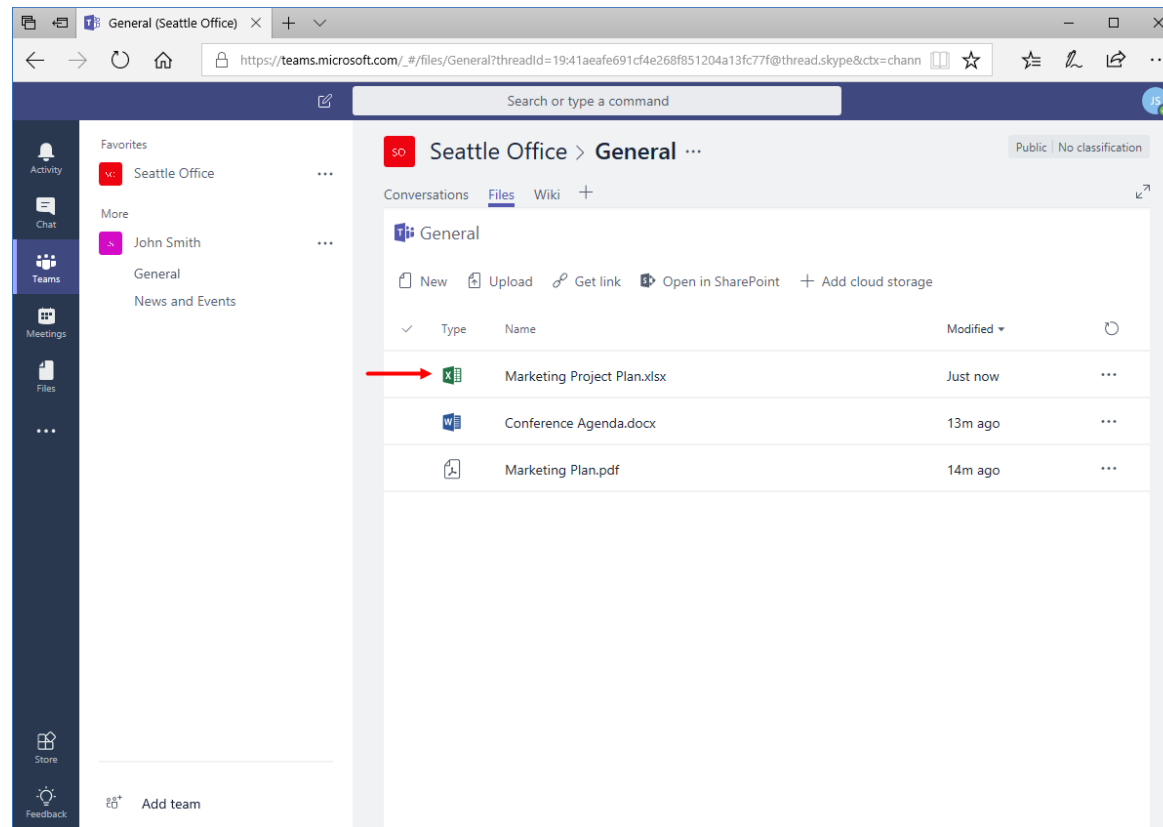
Uploading a File

- Add new files from your computer using the Upload command
- When you click this icon, the Open dialog will appear
- Navigate to your file, select it, and click “Open”



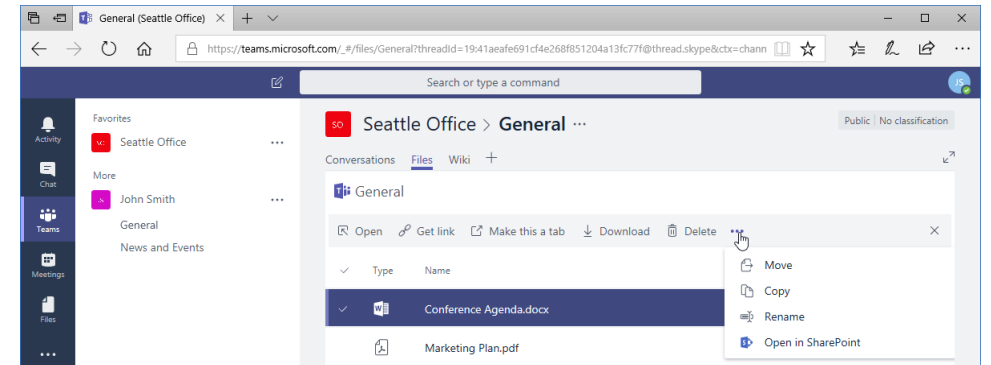
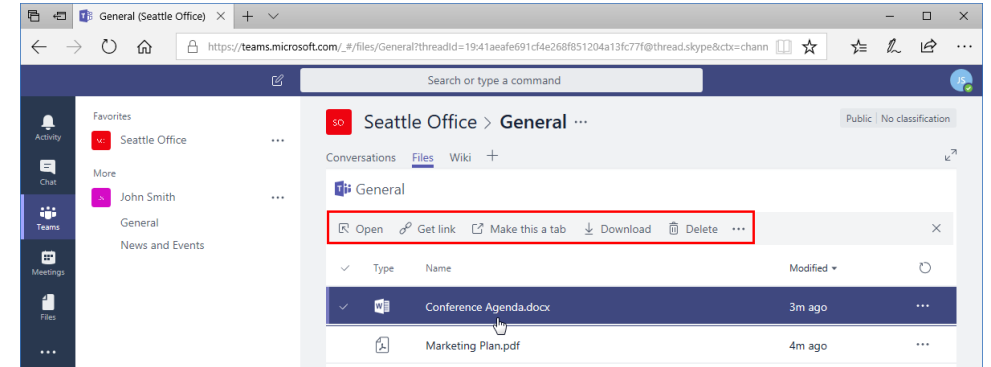
Uploading a File

File will be added to Teams:



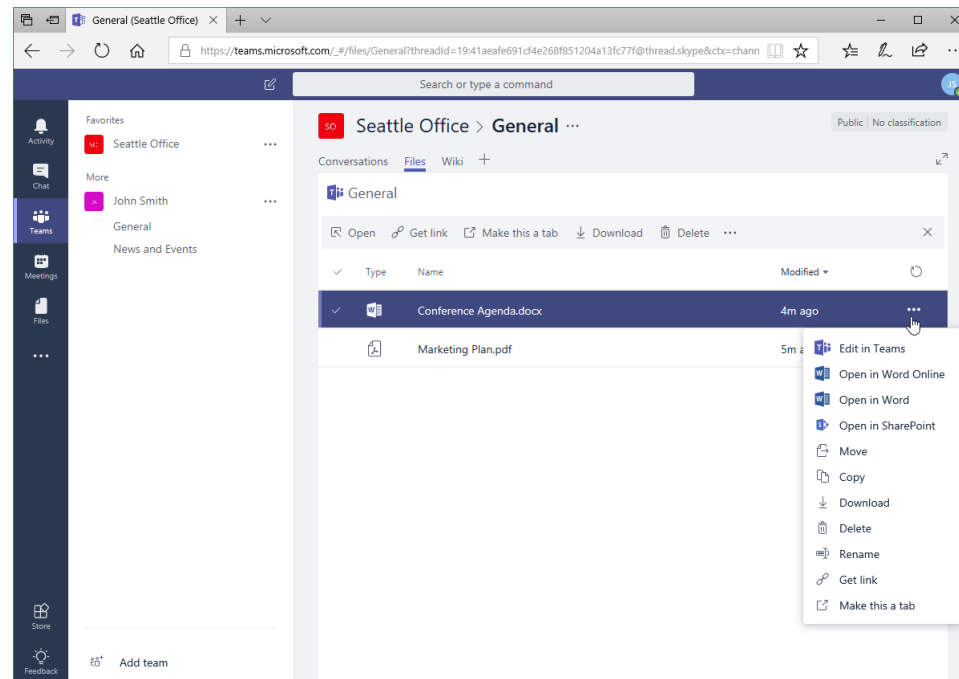
Managing Files

- To modify a file, click on it to select it
- You will see commands to open, download, and delete the file
- The ellipses will show a menu with commands to move, copy, and rename the file, or open it in SharePoint



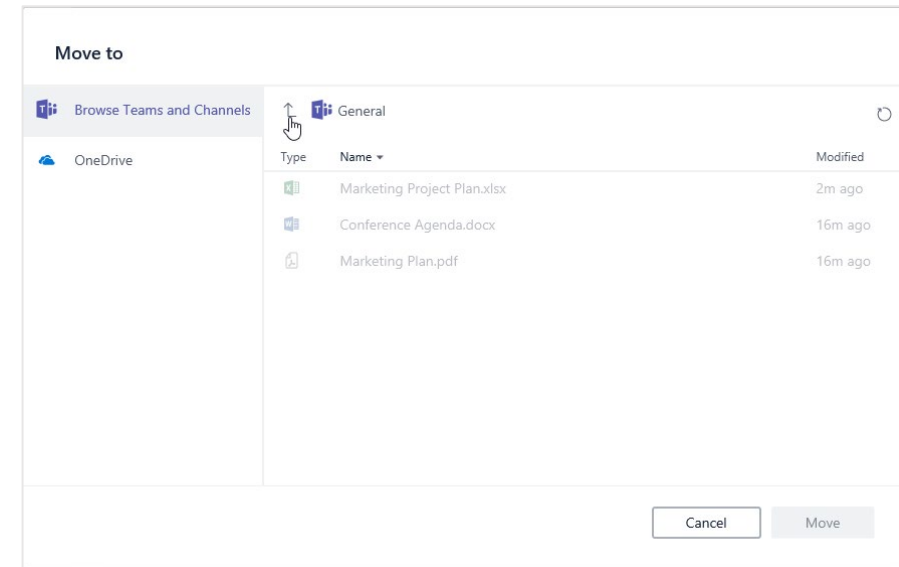
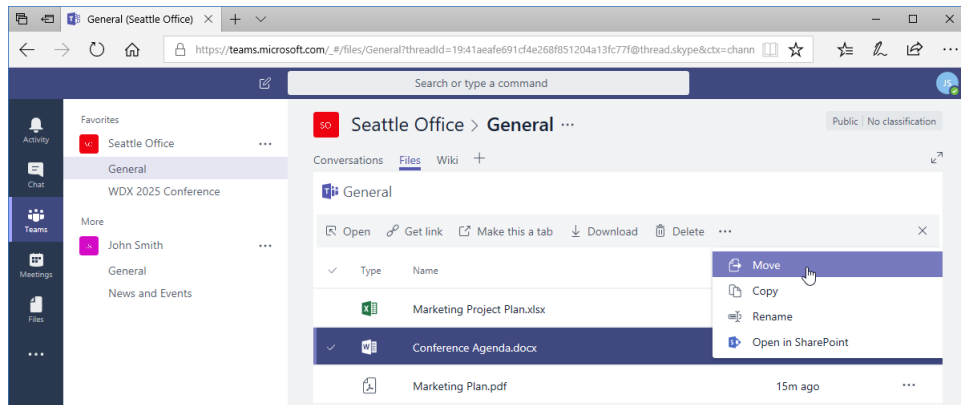
Managing Files

You can also click the ellipses next to the file's name to see even more options:



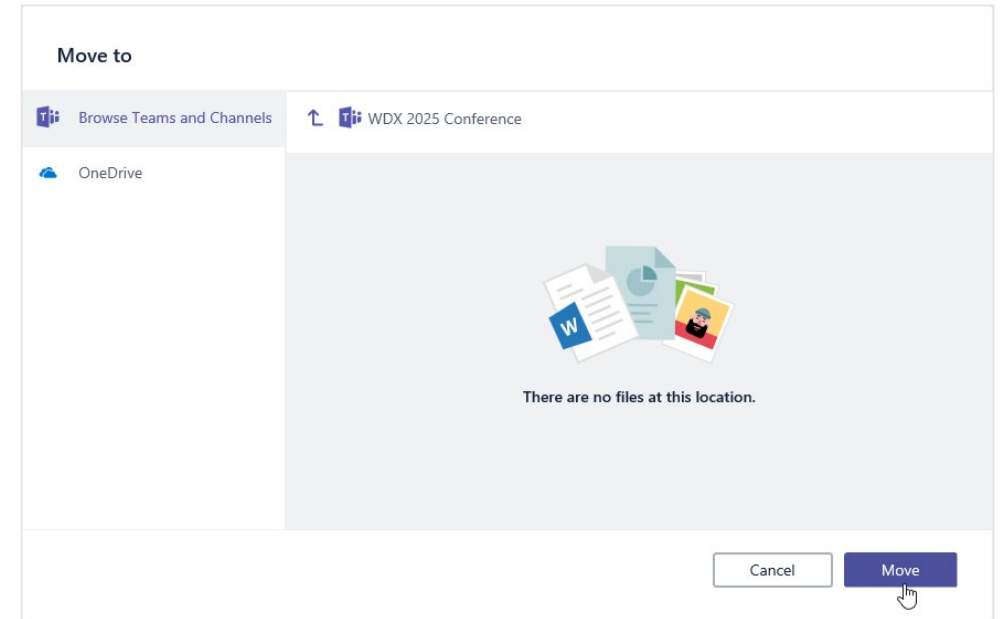
Moving Files

- Select file and click Move on either of the More Options menus
- The “Move to” dialog will open



Moving Files

- We have chosen a new channel that does not yet have any files
- When you click “Move,” the operation will be completed
- You will be brought back to the Files tab in the original channel you were working with



Summary

In this lesson, you learned how to communicate within channels using messages. You also learned how to manage messages and files.

Review Questions

1. How do you mark a message as read or unread?
2. How do you add other services to Microsoft Teams from a channel?
3. What is the difference between a mention and an announcement?
4. How do you “like” a message?