

TOM
WEATHERILL



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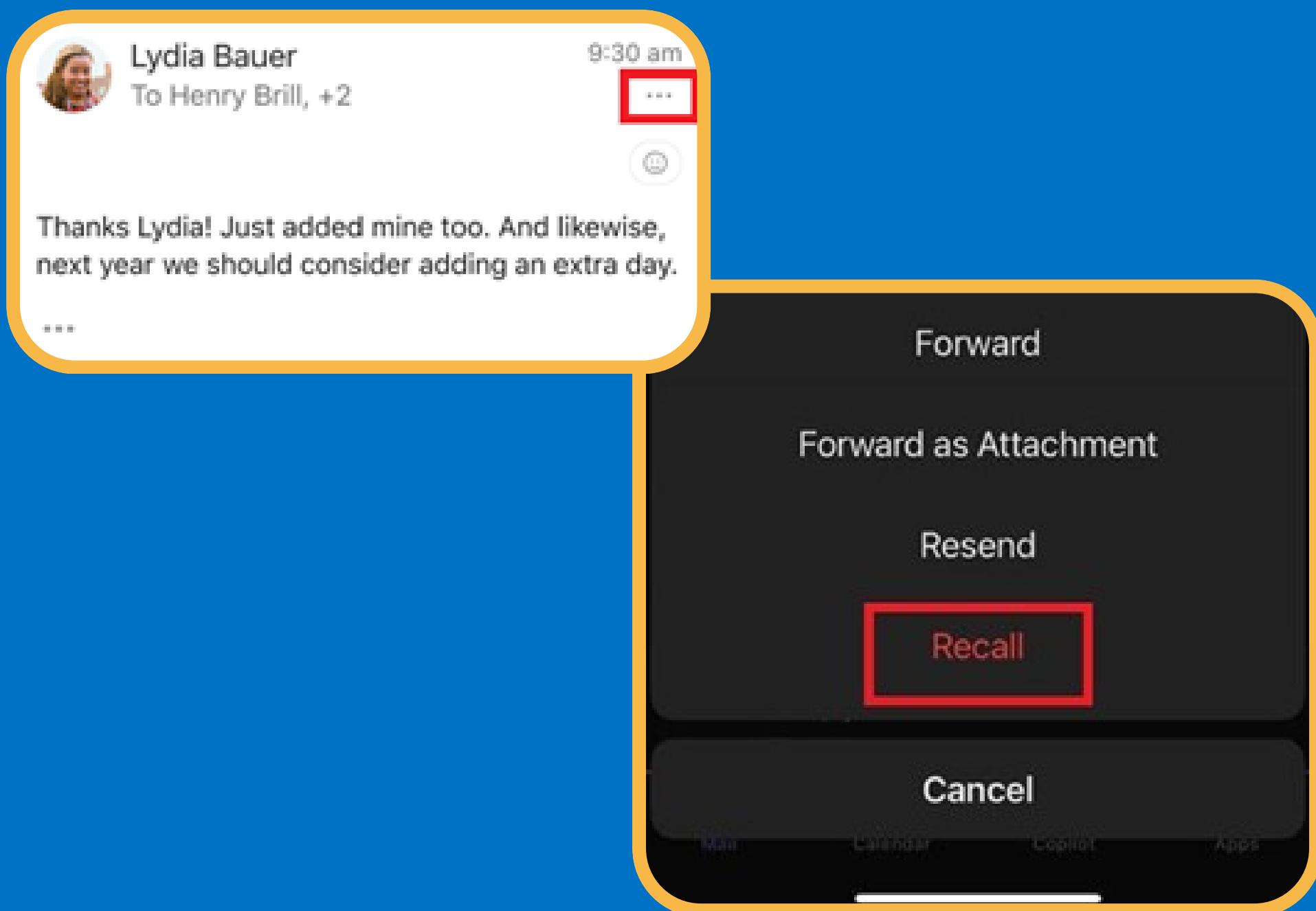
Microsoft 365 Updates from March 2025



Outlook

What's new?

You can now recall sent emails directly from the Outlook app on iOS and Android, when messaging colleagues **within your organisation**.

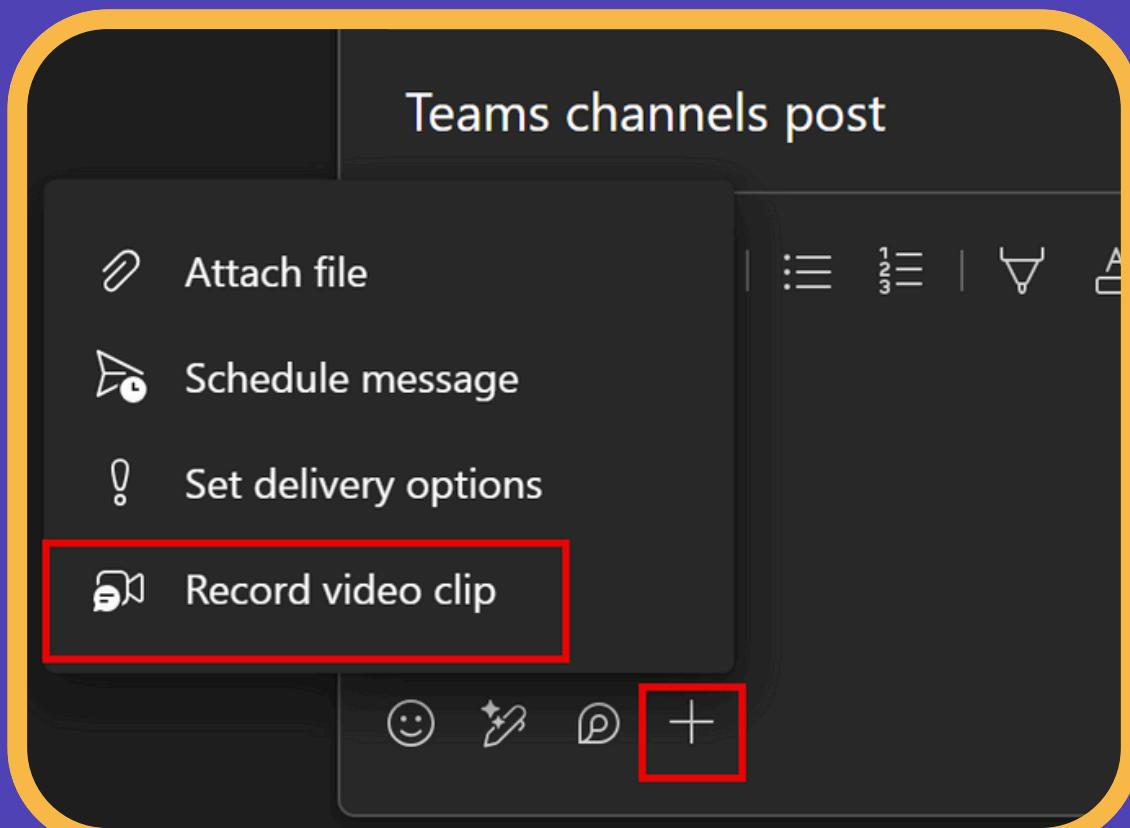


1

Teams

What's new?

You can now record and send video or audio clips directly in Teams channels, just like in Teams chat. This feature lets you create short recordings of yourself, your screen, or audio-only messages and share them as new posts or replies. It's a great way to add a personal touch to channel conversations or quickly explain complex ideas.

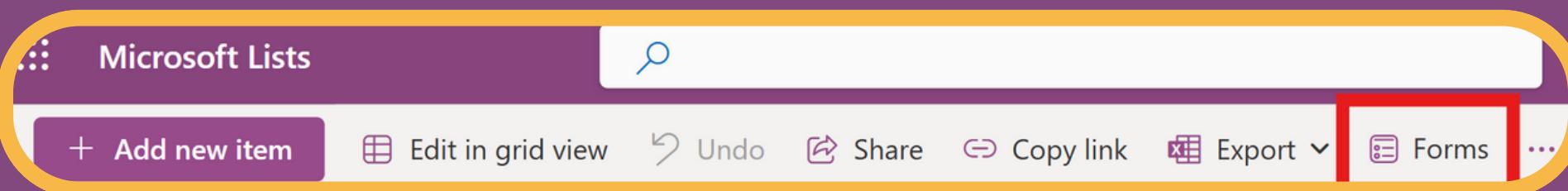


2

Lists

What's new?

You can now create forms directly from Lists, with automatic list creation to store responses. Forms can be created from the Lists home page, SharePoint, or the Lists app in Teams. New features include support for additional fields such as attachments, images, and location data, plus greater flexibility with Lookup fields to other lists for improved list integration!



3

Lists

Updates to Microsoft Lists forms

The screenshot shows the Microsoft Lists interface. At the top, there's a navigation bar with the Microsoft Lists logo and a search bar. Below it, a large card asks "How would you like to start?" with three options: "List", "Form", and "Gallery". The "Form" option is selected. A yellow box highlights the "Import from" section, which includes an "Excel" button. A larger yellow box highlights the "Add new field" modal. This modal lists various field types with corresponding icons and numbers: 1. Location (pin icon), 2. Image (camera icon), 3. Lookup (two arrows icon), 4. Attachment (clip icon). Other field types shown include Single line text, Multi line text, Person, Number, Yes/No, Choice, Date and time, Hyperlink, Currency, and a partially visible "List" icon.

Microsoft Lists

Search

How would you like to start?

Start with

List

Form

Gallery

Import from

Excel

Add new field

T

Single line text

≡

Multi line text

👤

Person

🔢

Number

✓

Yes/No

✓

Choice

📅

Date and time

🔗

Hyperlink

\$€

Currency

📍 1

Location

🖼️ 2

Image

⇄ 3

Lookup

📎 4

Attachment

3

Teams

What's new?

Teams now displays the recording owner's details directly in the meeting chat, making it easier to contact the right person when needed. This update is useful for when the person who starts the recording differs from the owner. By default, meeting recordings save to the organiser's OneDrive, with fallback logic in place for meetings scheduled through shared mailboxes or where no OneDrive account exists.



3:05 PM Recording has stopped.

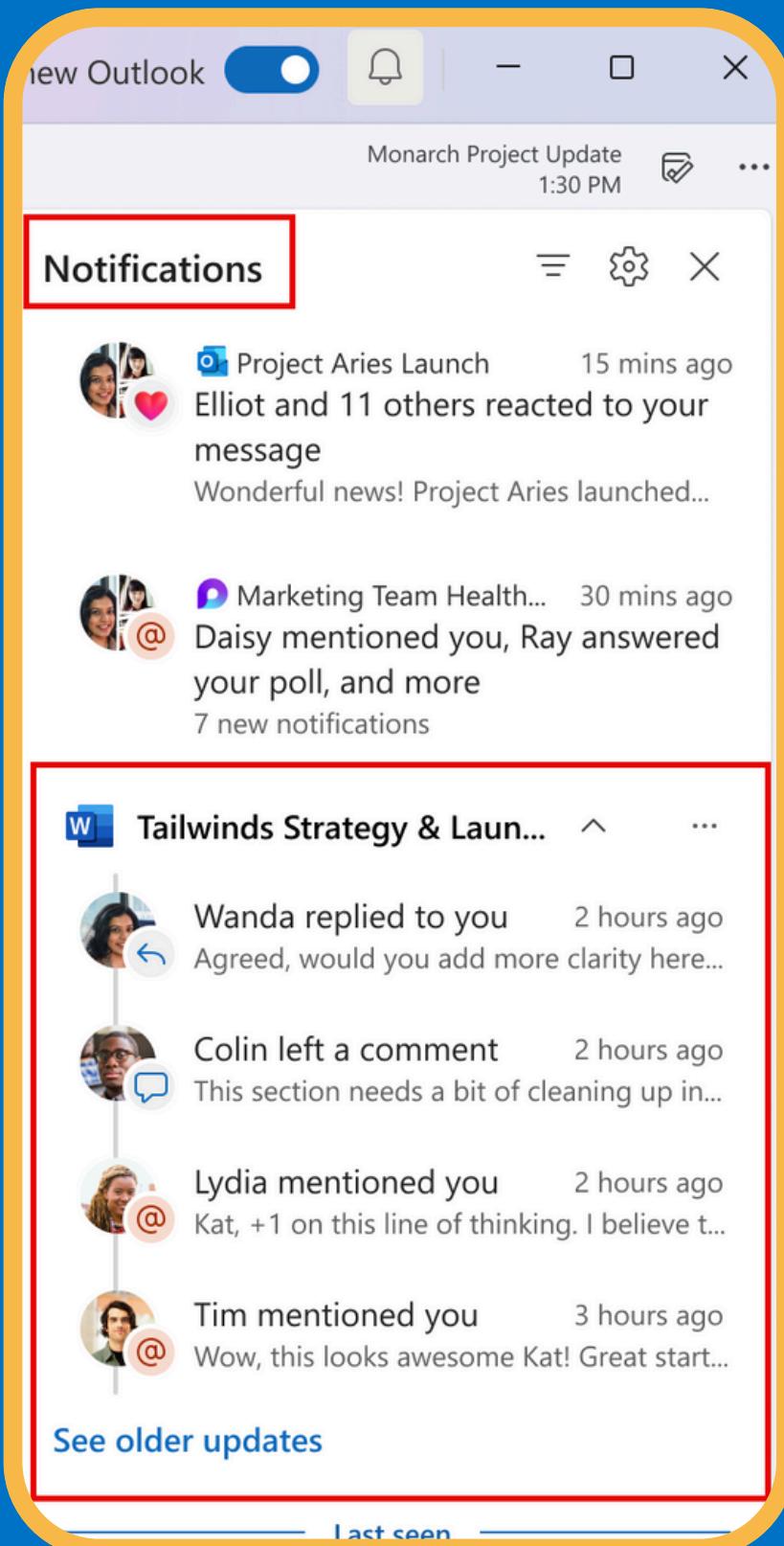


3:07 PM Recording has been saved to Daniela Mandera's OneDrive.

Outlook

What's new?

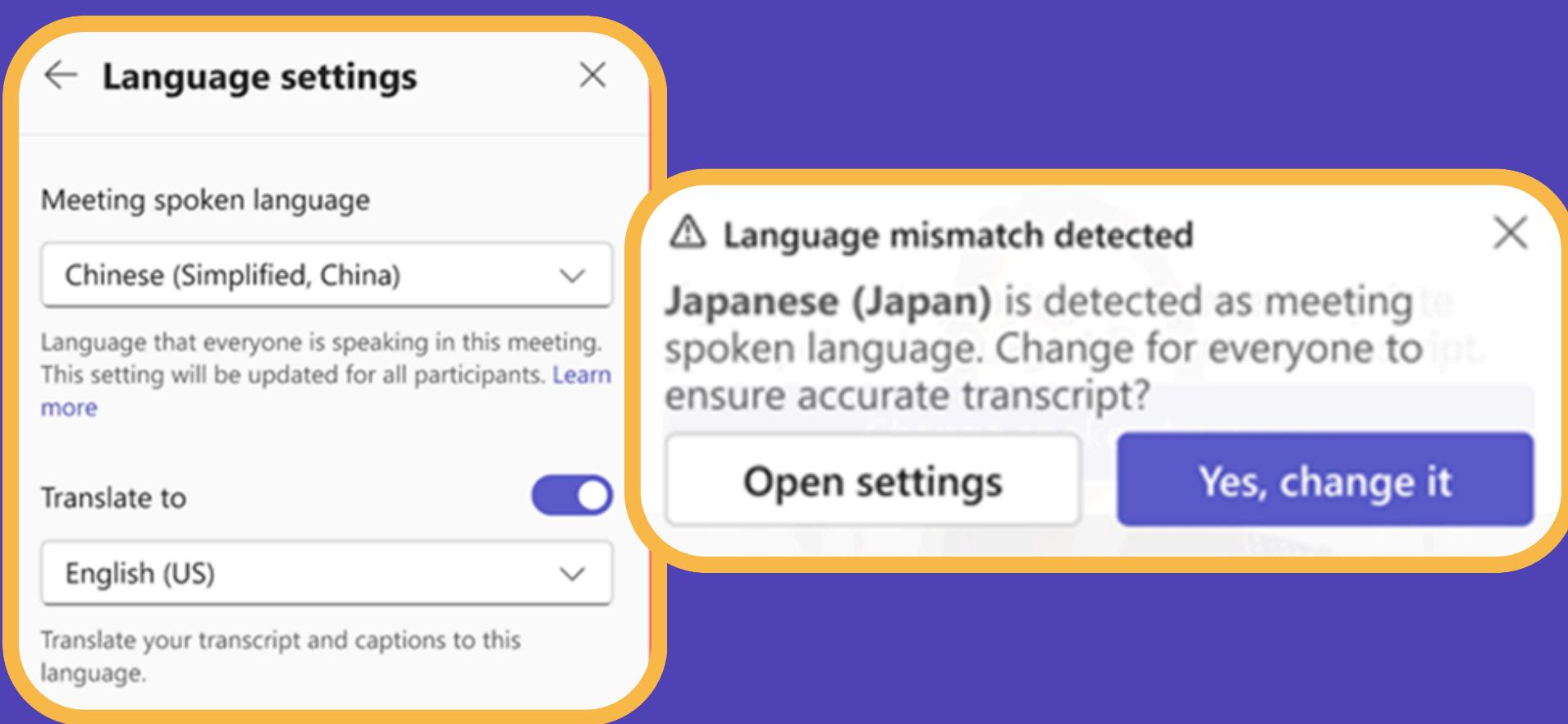
New Outlook for Windows and Outlook on the web has introduced batched notifications in the Notifications pane. This new feature will group related items, such as messages from the same email thread or updates to the same document, into batches for easier navigation and consumption.



Teams

What's new?

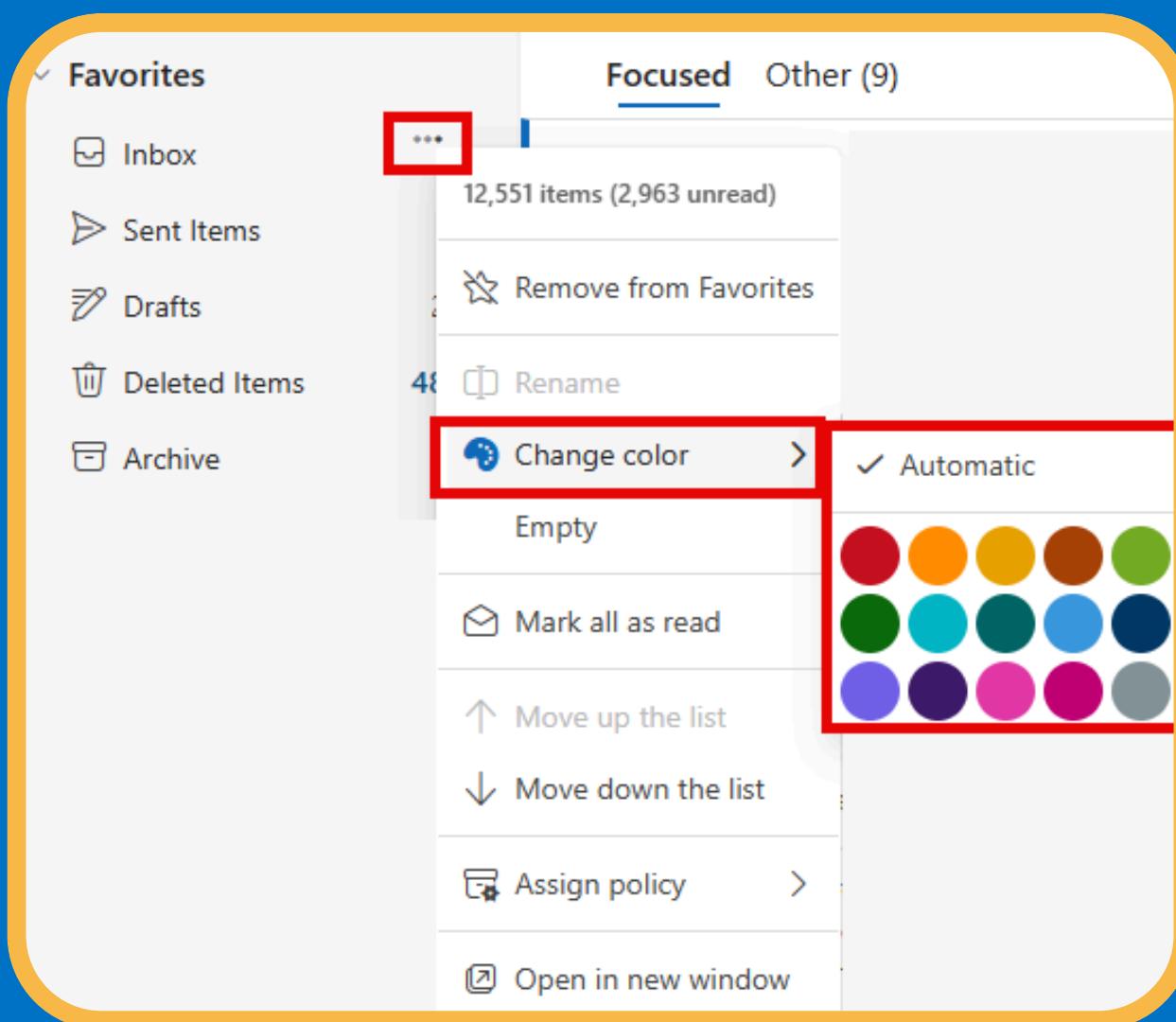
Teams has improved transcription accuracy with features such as setting the spoken language upfront and limiting language changes to organisers, co-organisers, or the person who started the transcription. A notification flags language mismatches, allowing quick, in-meeting adjustments.



Outlook

What's new?

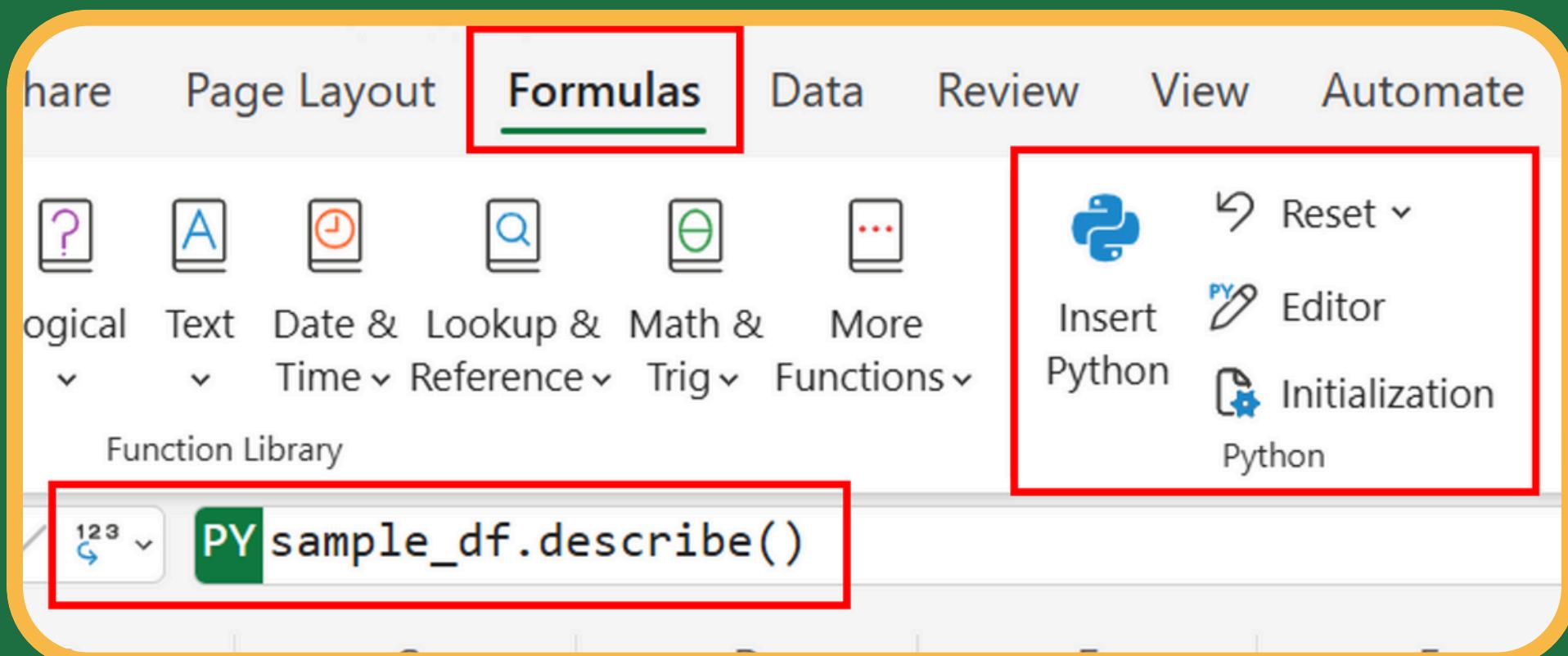
New Outlook for Windows and Outlook on the web now lets you colour-code folders. Whether it's projects, travel plans, or your expenses, give each folder some personality. Voilà – instant inbox glow-up!



Excel

What's new?

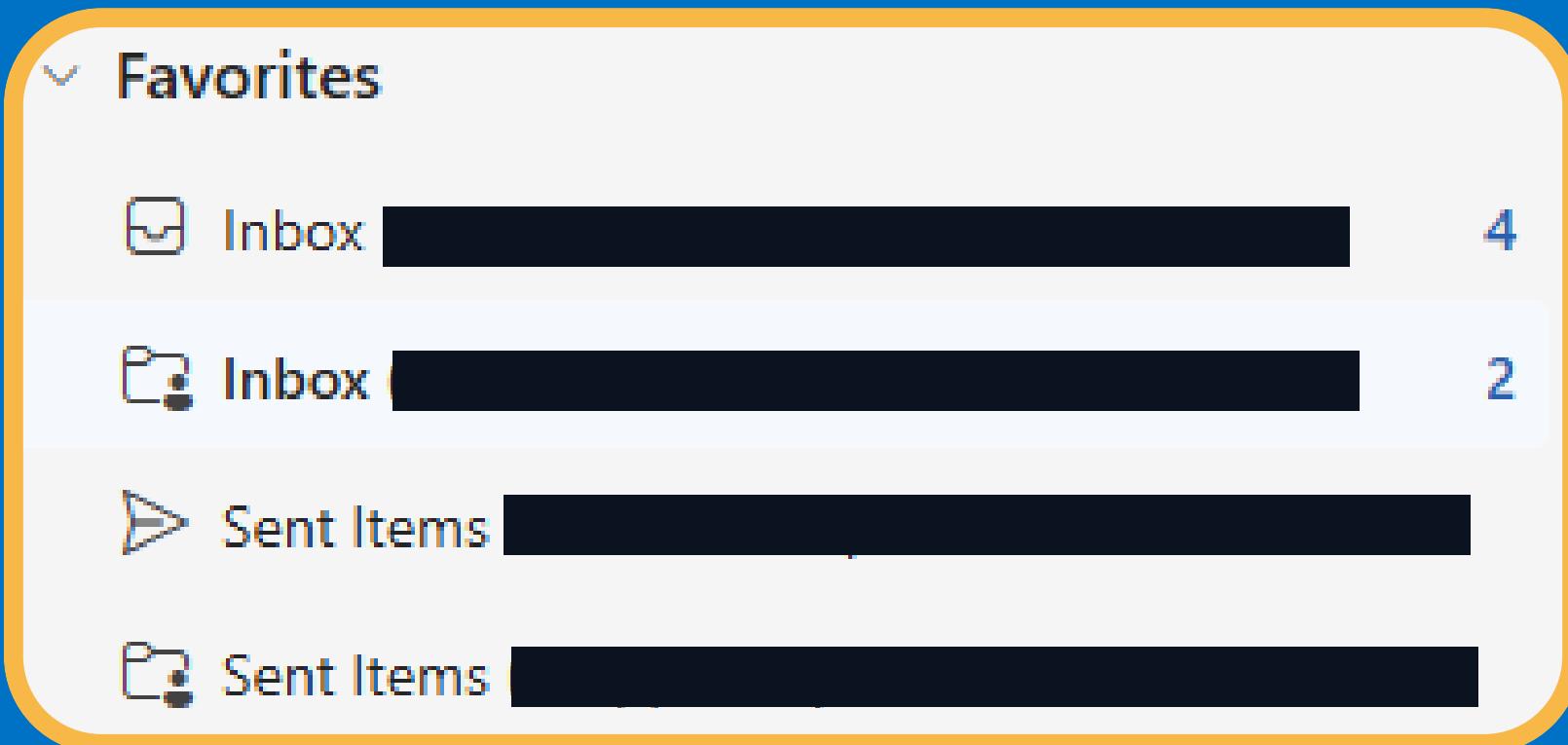
Python in Excel, which first arrived in Excel for Windows back in September 2024, is now available in Excel for the web! You can now use Python formulas directly in your browser. Though, let's be honest – if you're serious about Python, you're probably still sticking with the desktop version...



Outlook

What's new?

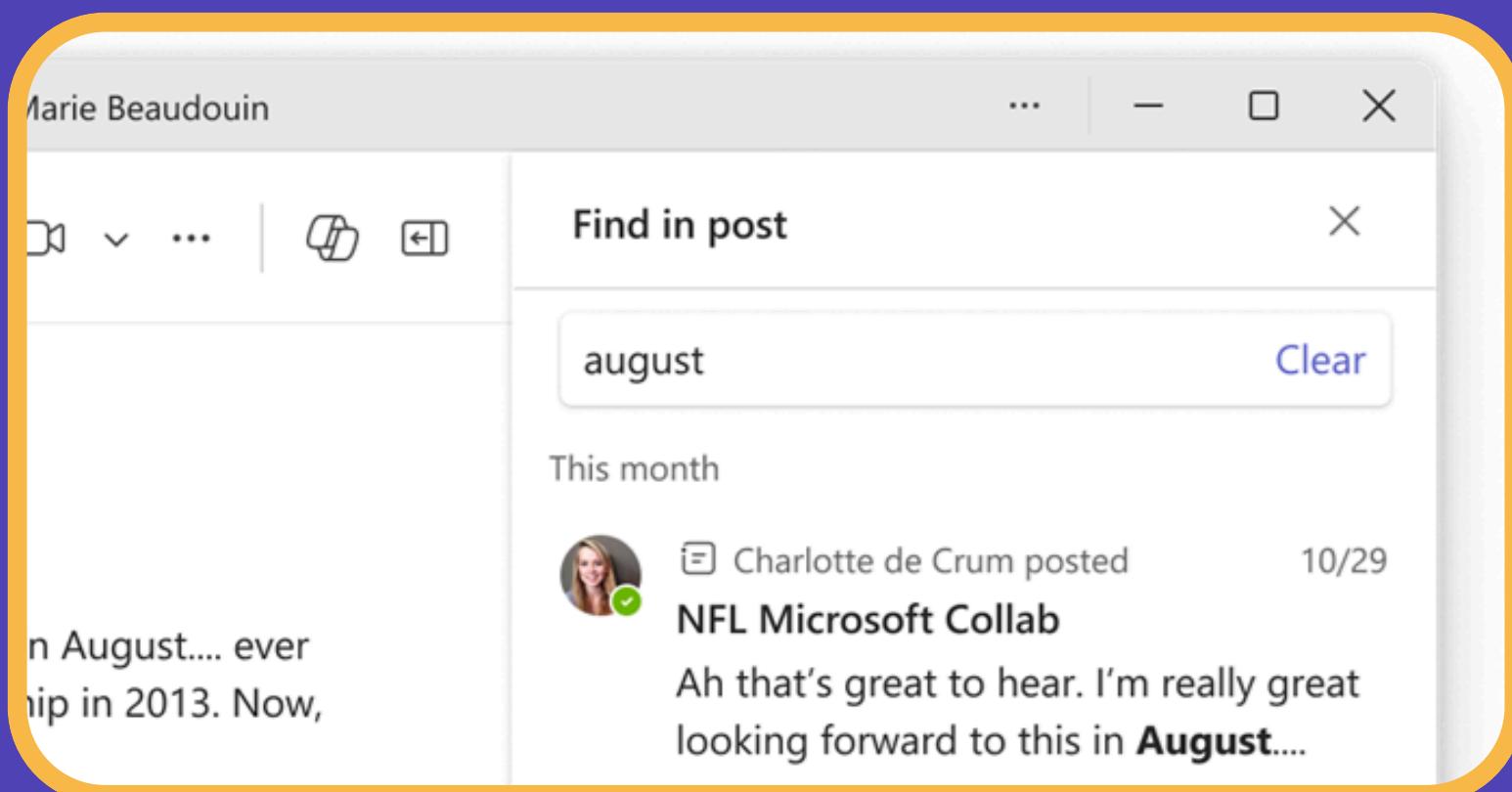
New Outlook for Windows and Outlook on the web now lets you add shared folders, including those from shared mailboxes, to your favourites for easier access. This makes it easier to monitor important shared resources for new activity.



Teams

What's new?

The new in-post search experience is now available in Teams. You can search within channel posts directly from the right-hand side of the screen, with enhanced captions and keyword highlighting to make results easier to find. You can start the search with the keyboard shortcut Ctrl+F (Windows) or Cmd+F (Mac).

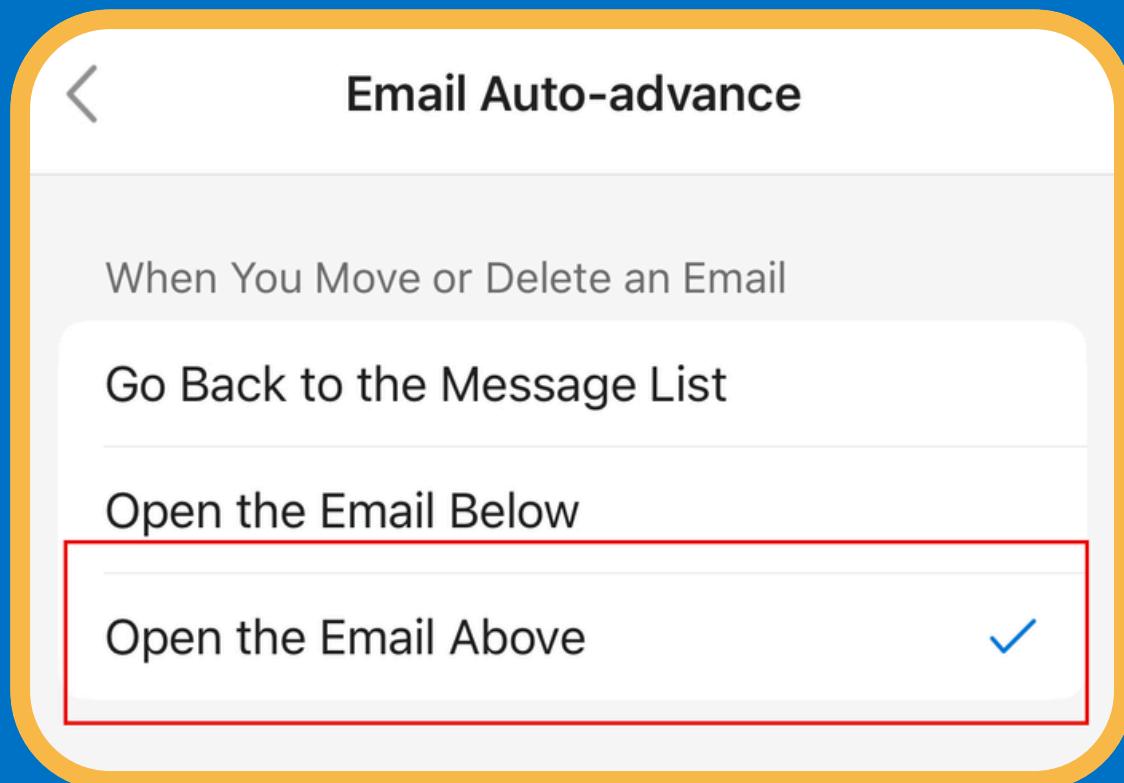


10

Outlook

What's new?

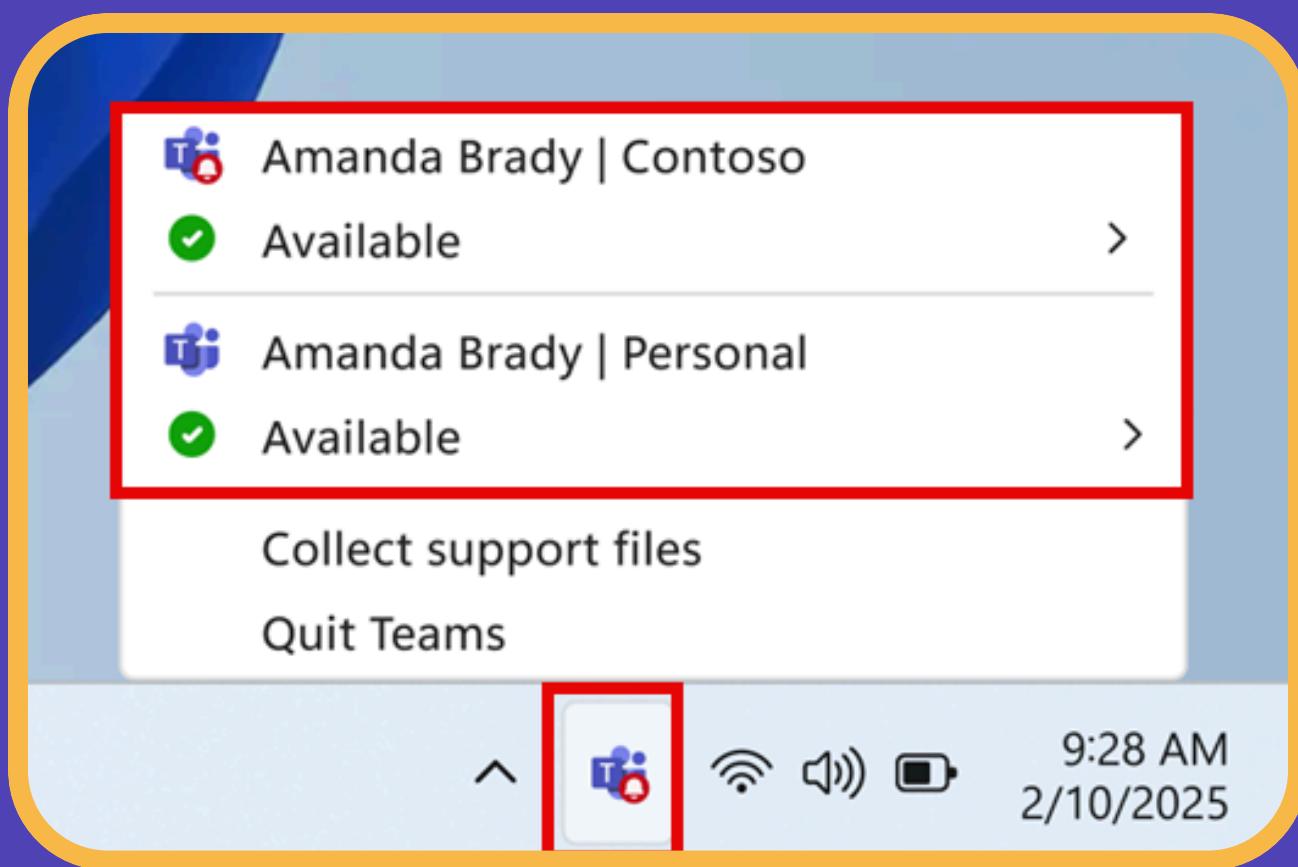
The new “Open the Email (Above/Below)” feature in Outlook for iOS lets you choose how you want to advance through emails – whether from newest to oldest or oldest to newest. After actions like moving or deleting an email, you can now automatically open the email above or below the current one, giving you more control over your inbox navigation.



Teams

What's new?

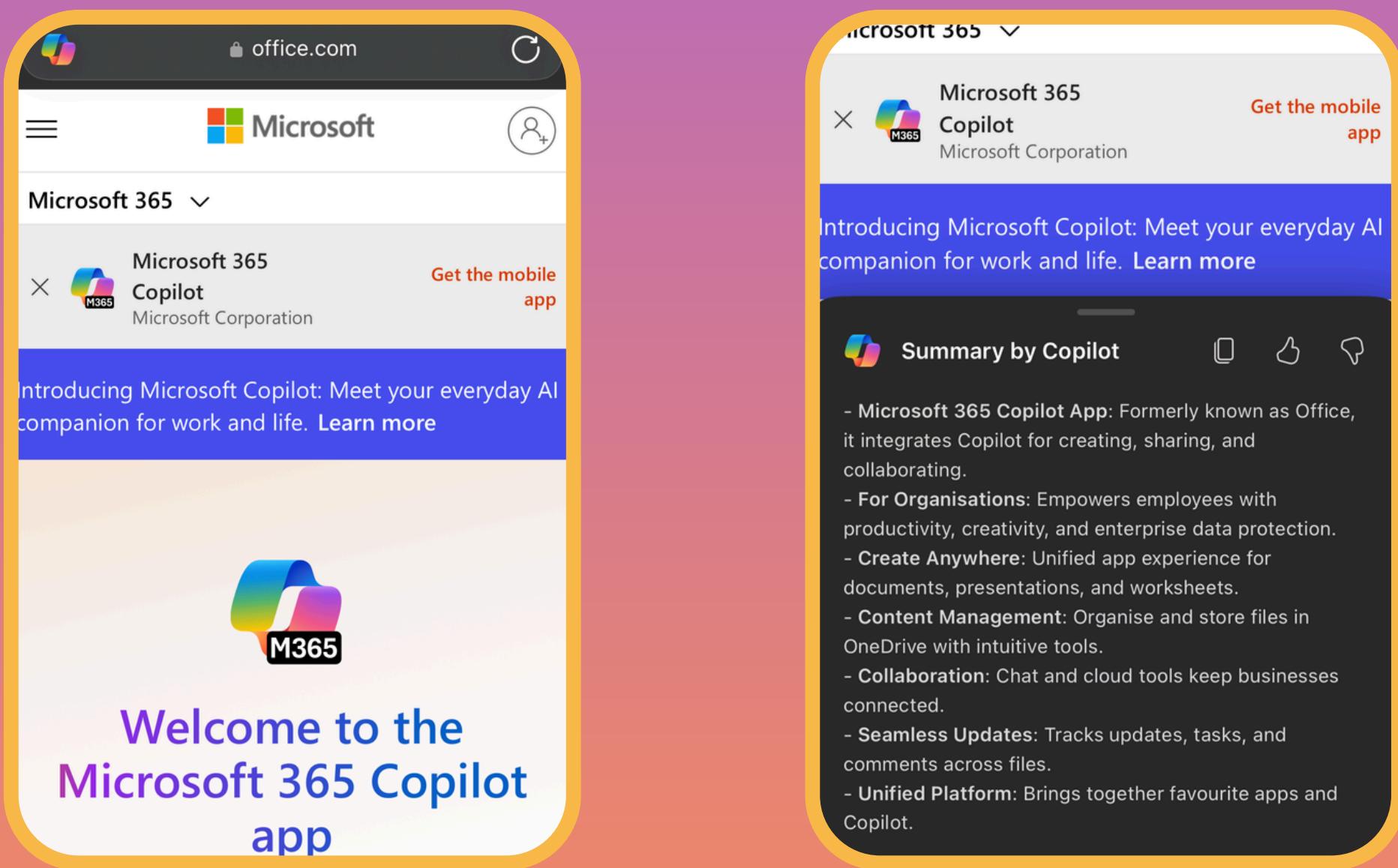
The Teams app icon and system tray menu in Windows has got a refresh to simplify things. You'll now see your current status (like Available or Away) directly in the tray and can change it faster. Plus, if you're signed into both personal and work accounts, you've now got just one Teams icon instead of two!



Copilot / Edge

What's new?

Microsoft 365 Copilot Chat in Edge mobile has re-enabled page summarisation for Android and iOS users. Tap the Copilot icon by the address bar to get quick summaries of webpages or PDFs.

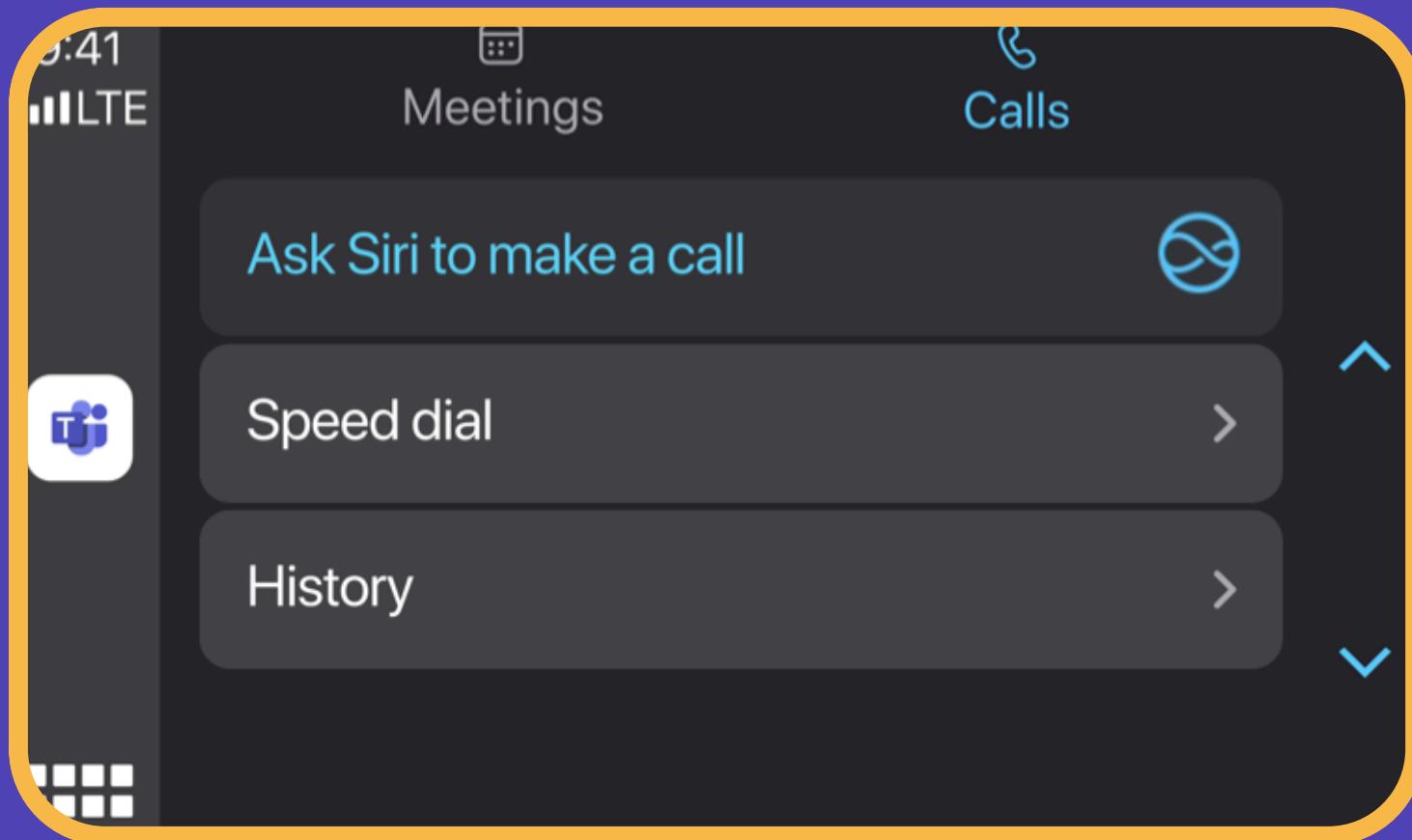


Teams

What's new?

Microsoft Teams for iOS now has improved Apple CarPlay support, letting you use Siri to respond to notifications, send messages, join meetings, and even raise your hand.

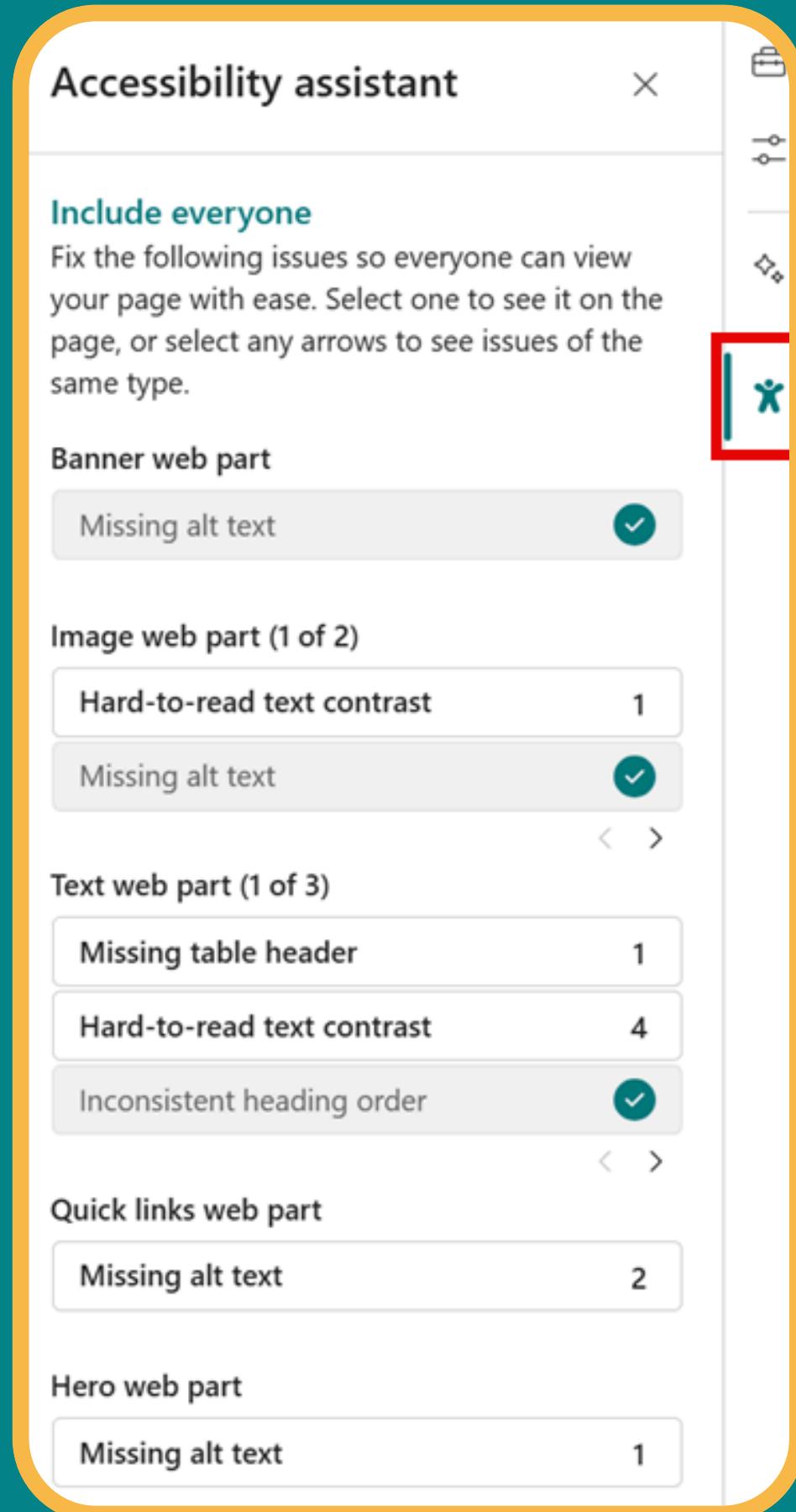
*Siri may not be allowed if you use a work-provided / managed iOS device. Please check with your IT department.



SharePoint

What's new?

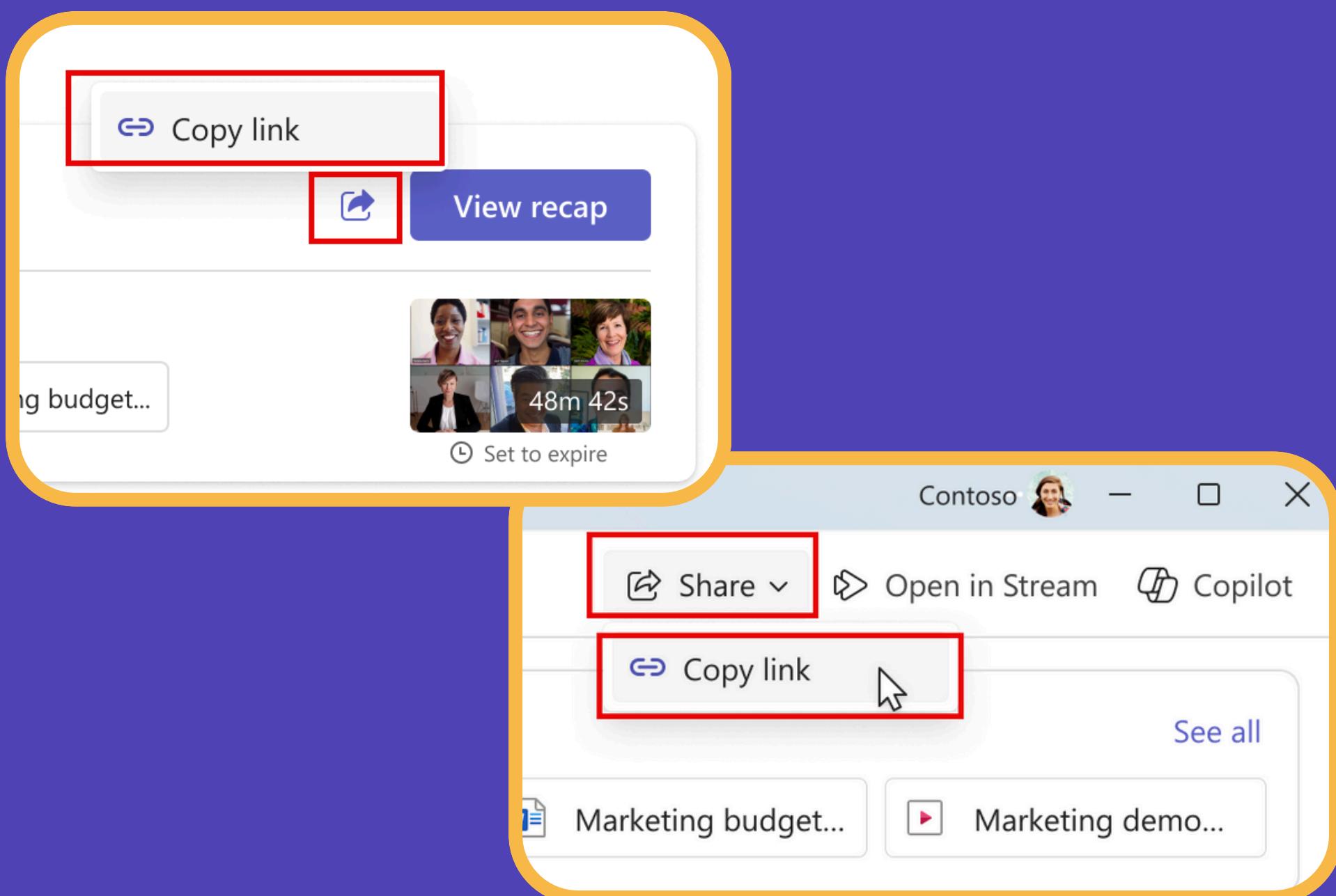
SharePoint now includes an Accessibility Assistant to help content creators meet accessibility standards when designing pages. It provides checks and guidance for five key web parts – Banner, Image, Text, Quick Links, and Hero.



Teams

What's new?

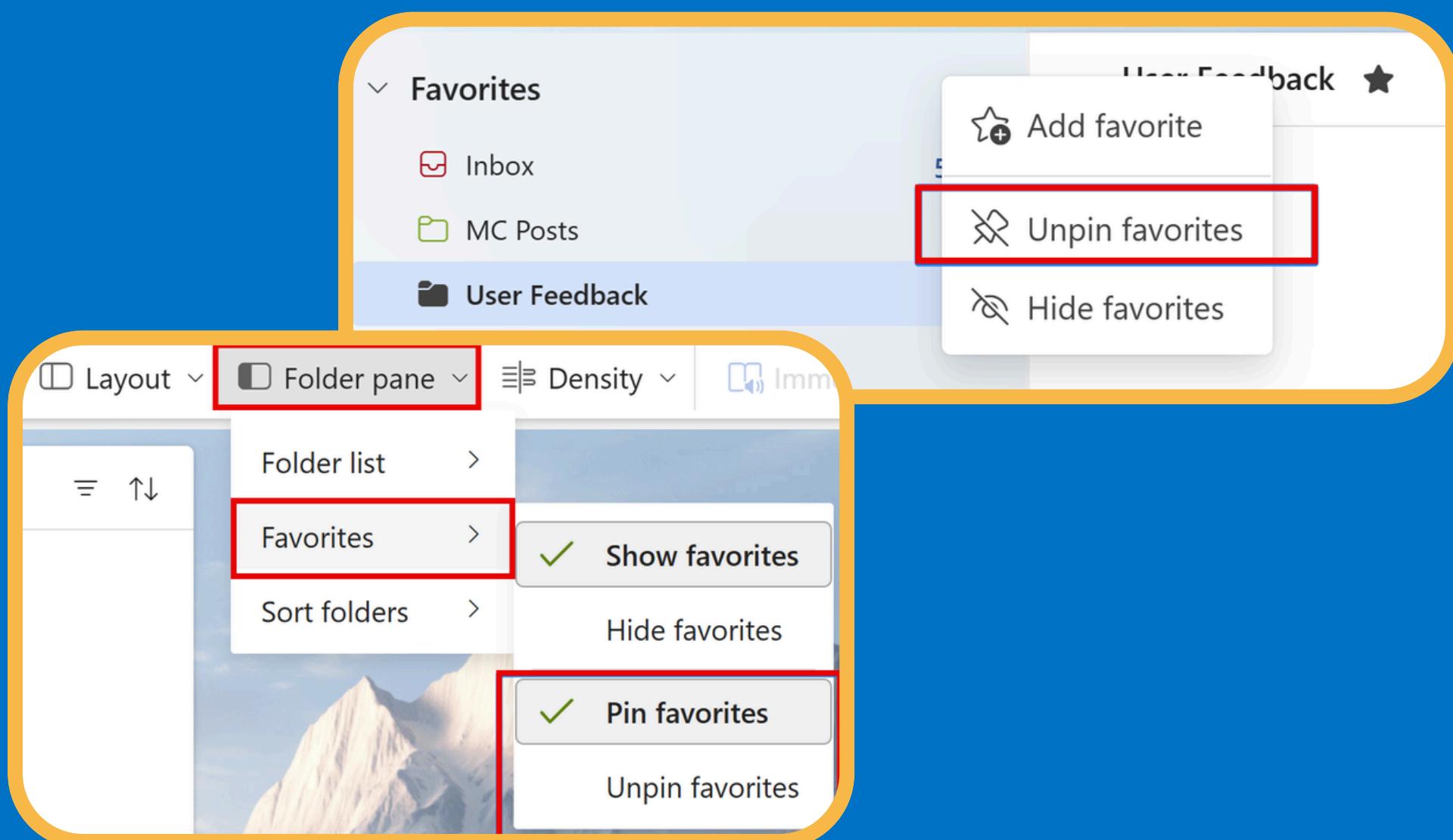
Teams now lets meeting participants share a link to the Meeting recap from the chat thumbnail or Recap tab, making it easier to reference and share insights



Outlook

What's new?

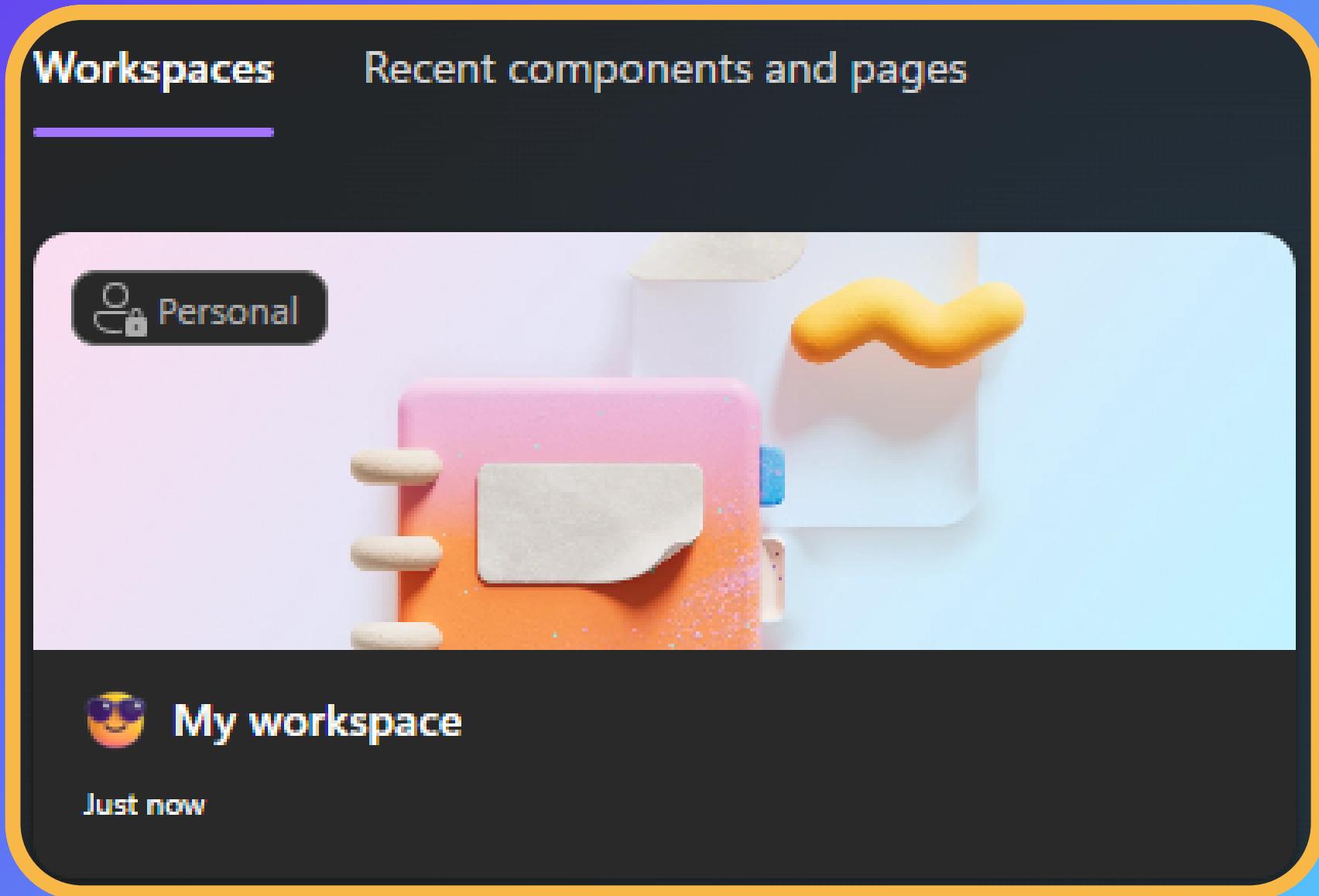
New Outlook for Windows and web now lets you pin the Favorites section at the top of the folder list, making it easier to access your most-used folders at all times. You can pin or unpin Favorites via the right-click menu or the View tab in the ribbon.



Loop

What's new?

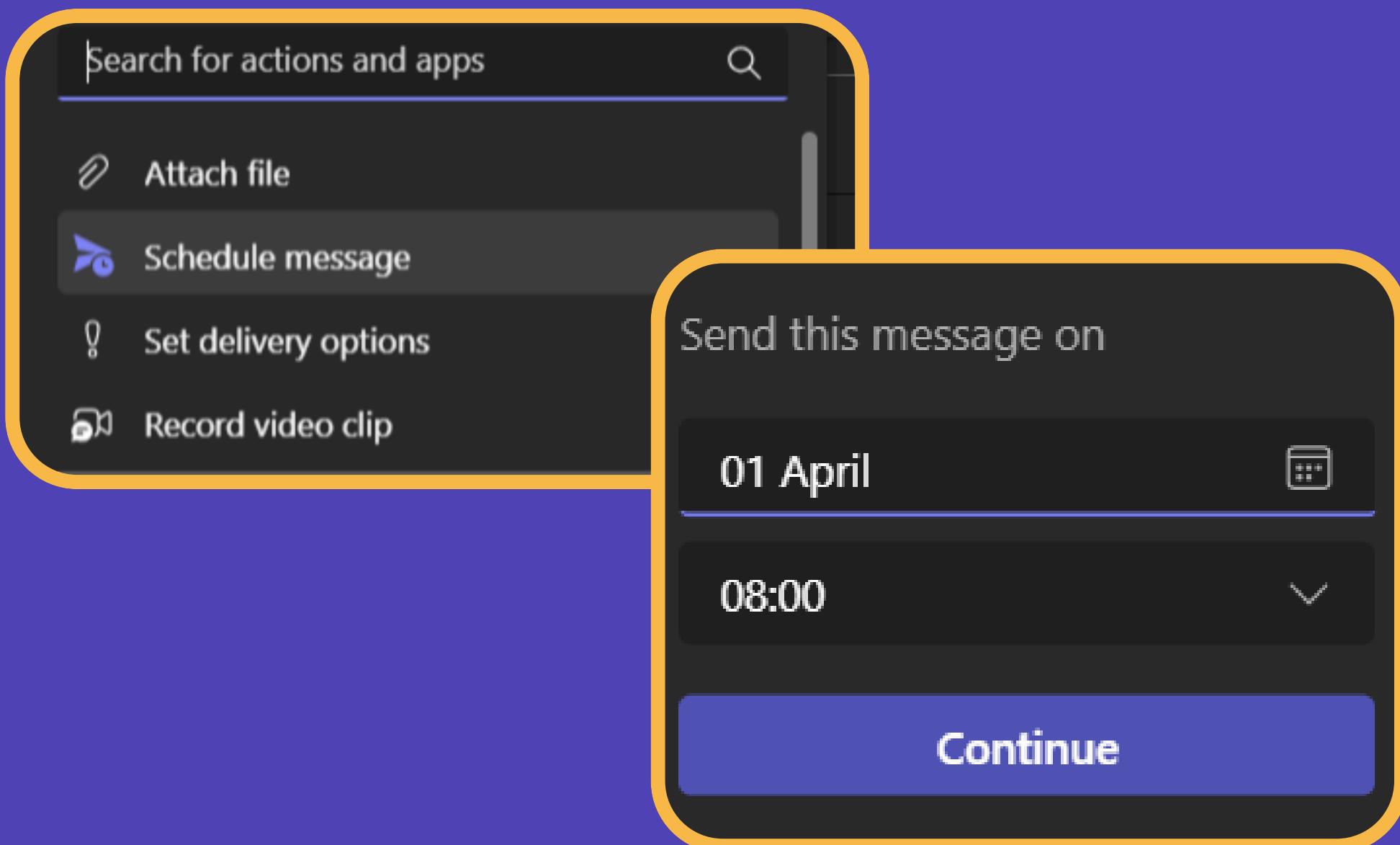
The Loop app now provides a personal workspace for all users. Meanwhile, the existing Ideas workspace will transition to a shared Loop workspace.



Teams

What's new?

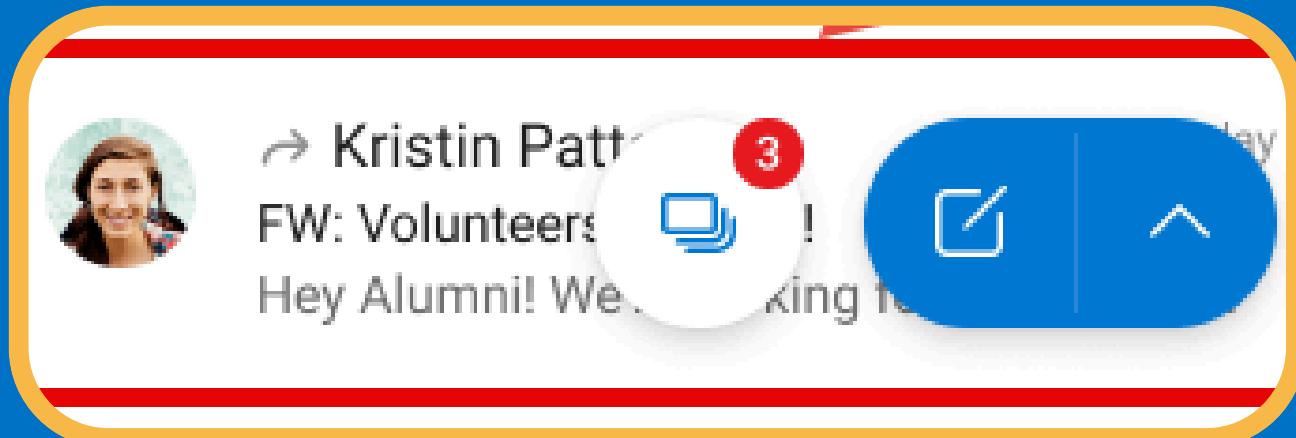
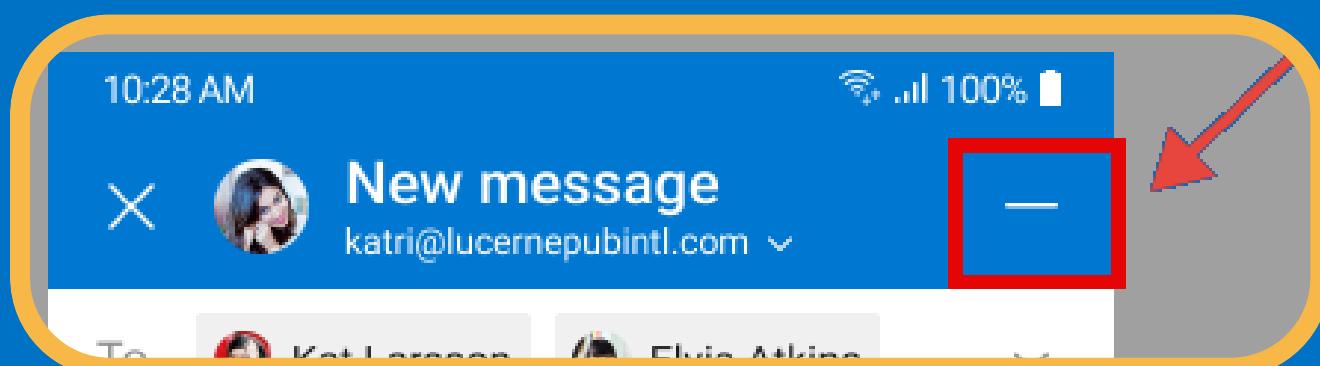
You are now able to schedule messages in Teams channels. Messages can be scheduled directly from the compose box, with the option to edit or cancel before posting.



Outlook

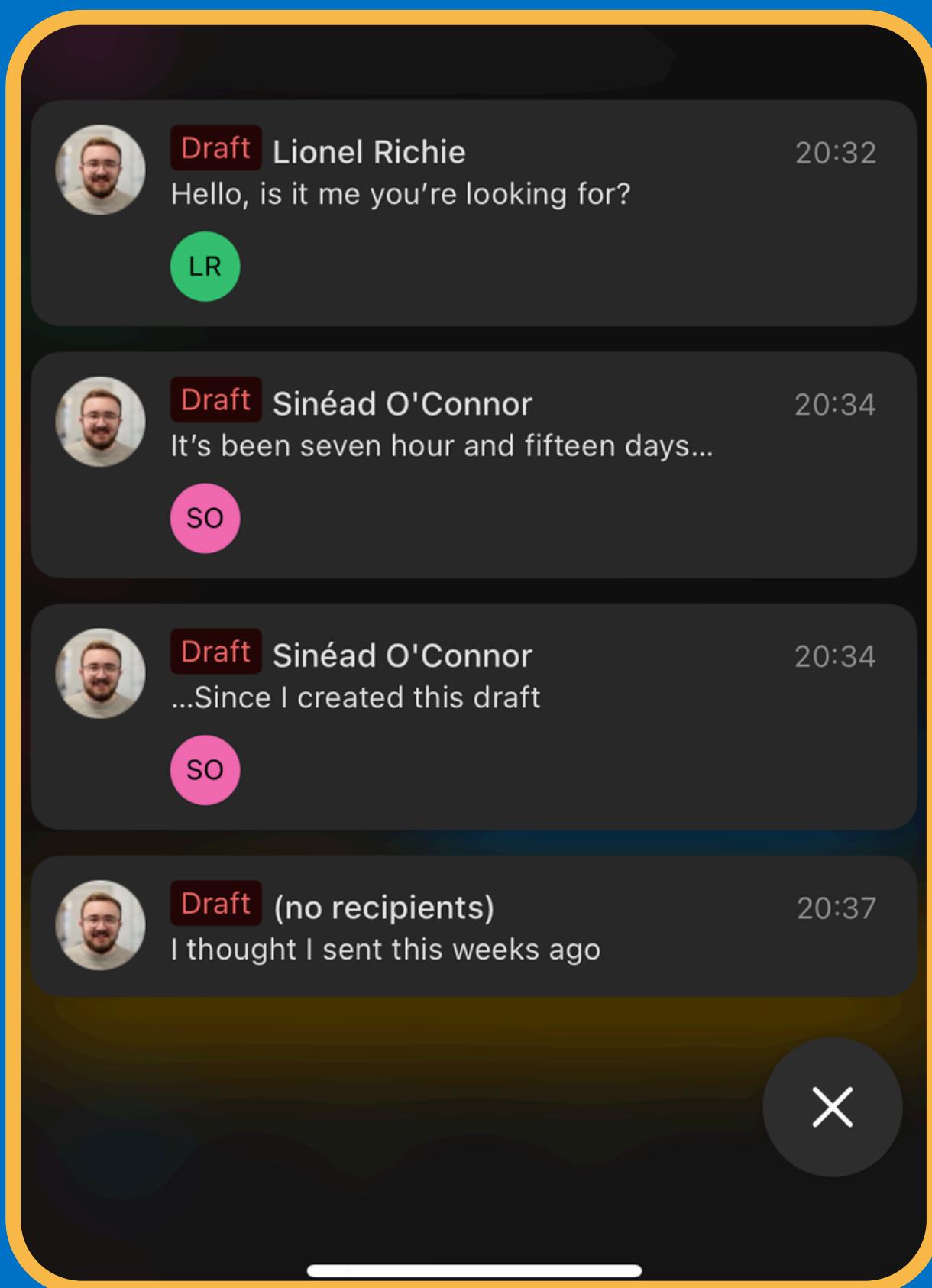
What's new?

Outlook for iOS and Android is now able to minimise draft emails, allowing you to quickly access them again from the message list or calendar view. This makes it easier to reference other emails or calendar details while composing messages, without needing to navigate to the Drafts folder.



Outlook

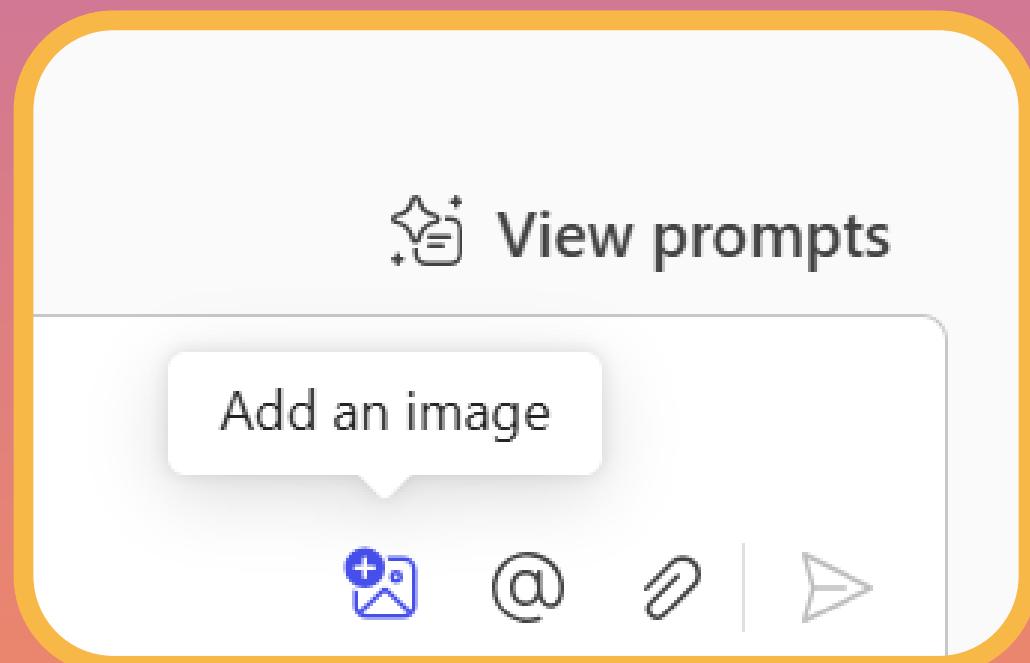
Outlook for iOS and Android – Minimise compose window



Copilot

What's new?

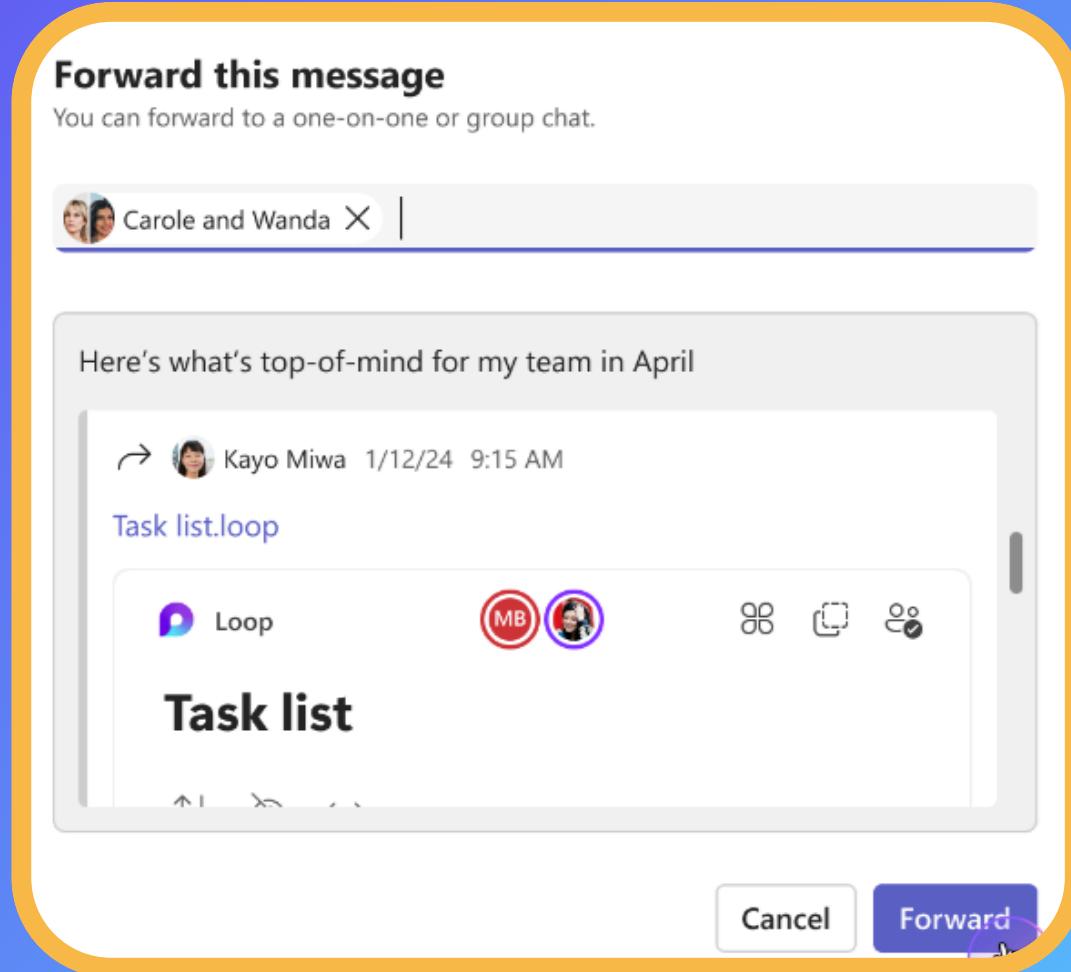
If you're signed into Microsoft 365 with a work or school account, you can now upload images in supported apps and ask questions about them. You can take pictures with your mobile camera or upload images directly from your device. This feature is available in the Microsoft 365 app, Outlook, and Teams across web, desktop, and mobile.



Loop

What's new?

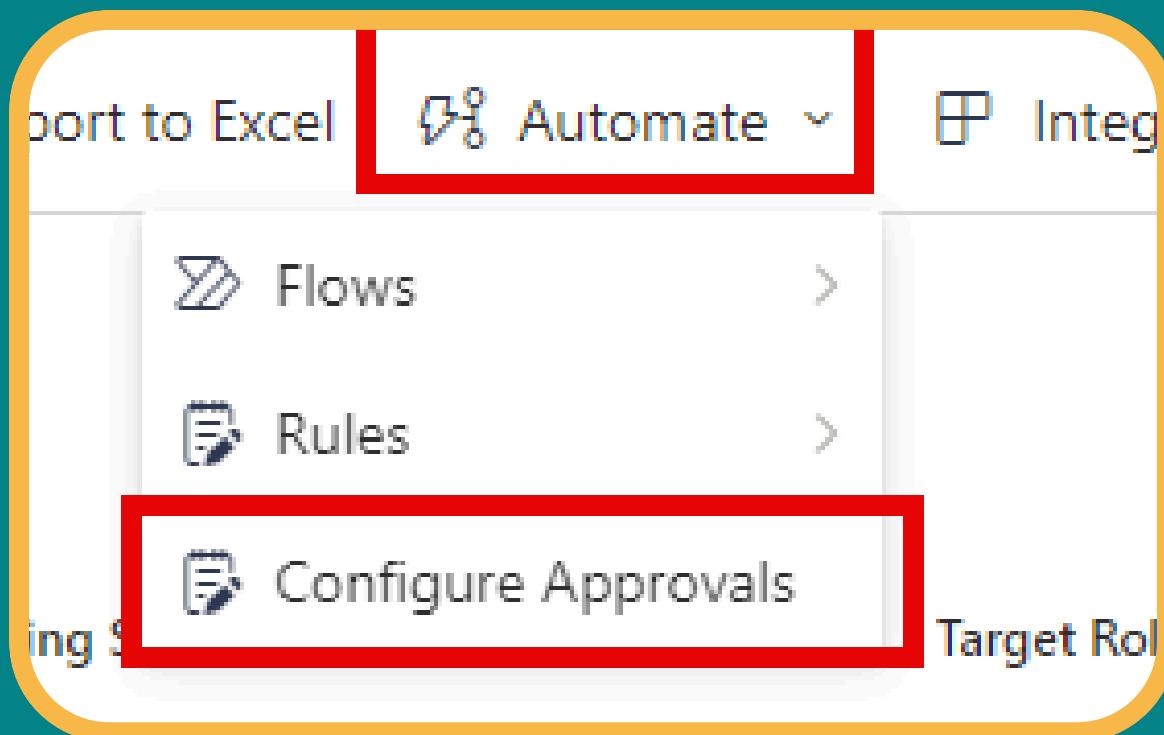
You can now forward Loop components in Teams, making it easier to share them across chats and channels. To forward a message containing a Loop component, go to the More actions menu on the message and select Forward. A preview of the message, including the Loop component, will appear.



SharePoint

What's new?

You are now able to add approvals to document libraries in SharePoint. This allows you to submit files for approval directly from the Automate menu in the command bar. While a file is awaiting approval, it will open in view-only mode, and any edits will cancel in-progress approvals. Approval requests can be managed in the Teams Approval app or directly within SharePoint.



SharePoint

SharePoint Approvals

Configure Approvals

Enable Approvals?

Turning on approvals will add the approval status column to the current view. Users will be able to select an item and enter approval details, submit a request, and generate a Teams notification to the desired approver.

You can disable approvals at anytime and hide the column, however in-progress approvals will still be available in Teams.

Request approval

The approver(s) will be notified via the Approvals app in Teams.

Name *

List Item 3

Approver(s) *

Name or email

Require a response from all approvers

Details

Tell the approver any details about this approval request

Submit

Cancel

Approvers

Responses

Approval Creator

Approval status

Grady Archie

Grady Archie

Tom Weatherill (Admin)

Approved



Grady Archie

Tom Weatherill (Admin)

Requested



23

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favourite
update from
last month?**

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