

Exercise 4: Microsoft Teams Chat Mode

Intermediate

LOCAL • PHI-Safe

□ 15–20 minutes

LEARNING OBJECTIVE

Create a custom mode specifically optimized for workplace chat messages. You'll learn why chat formatting differs from email, master the @mention trick, and build a mode that works across multiple messaging platforms.

Why This Matters

Microsoft Teams has no built-in dictation feature. Slack's is limited. Discord doesn't have one at all. SuperWhisper fills this gap—and does something none of them could: it understands that chat messages need different formatting than emails. The same dictated thought can become a formal email OR a casual chat, depending on which mode receives it.

Chat vs. Email: The Key Difference

When you dictate the same thought, the *destination format* should shape the output. Watch what happens when the same core message goes through different modes:

EMAIL MODE OUTPUT

Hi Sarah,

I wanted to follow up on the meeting from last week. Do you have time to discuss the project timeline this afternoon?

Best regards,
John

CHAT MODE OUTPUT

Hey @Sarah, quick follow-up on last week's meeting—got time to chat about the project timeline this afternoon?

Same core information. Different packaging. The email version has proper structure, greeting, and sign-off. The chat version is direct, casual, and uses an @mention. Both are "correct"—they're just optimized for different contexts.

Platforms This Mode Works With

The mode we're building works across multiple messaging platforms. The tone is slightly different on each, but the core formatting applies everywhere:



Microsoft Teams

Professional casual



Slack

Tech-friendly, emoji-ok



Discord

Casual, community-style

Step-by-Step Setup

1

Create New Custom Mode

Open SuperWhisper Settings → Modes → Create Custom Mode

Name: "Teams Chat" or "Quick Messages"

Choose a name that reminds you this is for casual messaging

2

Select Local Models (PHI-Safe)

Chat often includes names, project details, and work information. Keep it local.

Voice Model: Fast (LOCAL) — speed matters for chat

Language Model: Any LOCAL model

Fast model is ideal here because chat messages are short

3

Configure Auto-Activation

Tell SuperWhisper which apps should trigger this mode automatically.

Primary Application:

Microsoft Teams

Optional Additional Apps:

Slack

Discord

You can add more apps later, or create separate modes for each

4

Enable Application Context Only

For quick chat messages, you typically don't need clipboard or selected text. Keep it simple.

- ApplicationContext** — knows you're in Teams/Slack
- Selected Text — leave off (not needed for chat)
- Clipboard — leave off (not needed for chat)

Less context = faster processing for quick messages

5

Enter AI Instructions

Copy and paste this prompt into the AI Instructions field:

```
<role>
You format dictation for workplace chat messages.
</role>

<instructions>
Transform the User Message into a Teams/Slack-style chat message.
Keep it short, direct, and conversational.
This is workplace chat—professional but casual.
</instructions>

<requirements>
- Maximum 1-2 sentences for simple messages
- Convert "at [name]" to @[name] mentions
- Professional but friendly tone
- NO formal greetings (no "Dear", "Hi [Name],")
- NO formal sign-offs (no "Best regards", "Thanks,")
- Add appropriate punctuation only
- If it sounds like a question, make it a question
</requirements>

<examples>
INPUT: "hey at mike do you have the latest report"
OUTPUT: "Hey @Mike, do you have the latest report?"

INPUT: "just finished the code review pushing changes now"
OUTPUT: "Just finished the code review, pushing changes now."

INPUT: "at team heads up we're moving the deadline to friday"
```

OUTPUT: "@team Heads up—we're moving the deadline to Friday."

</examples>

The @Mention Trick

Say "at Sarah" → Get "@Sarah"

When you want to mention someone in your message, just say "at" before their name. The AI converts your spoken "at" into a proper @mention that Teams, Slack, and Discord all recognize. This works for individual names, groups, and special mentions.

Say: "at Sarah can you review this"

→ **@Sarah can you review this?**

Say: "at team meeting in 5"

→ **@team Meeting in 5!**

Say: "at channel new update posted"

→ **@channel New update posted.**

Say: "at here anyone free to help"

→ **@here Anyone free to help?**

Why This Works

When you speak "at Sarah," SuperWhisper's transcription engine hears it as "at Sarah" (two words). The AI instruction we added specifically looks for this pattern and converts it to the @mention format that chat platforms expect. No special pronunciation needed—just speak naturally.

Test Your Chat Mode

Open Microsoft Teams (or your chat app of choice) and try these test dictations. The mode should auto-activate based on your settings.

TEST 1: QUICK QUESTION

Say: "Hey at Mike do you have the latest report ready"

Get:

Hey @Mike, do you have the latest report ready?

TEST 2: MEETING REQUEST

Say: "Can we sync up this afternoon I have some questions about the project"

Get:

Can we sync up this afternoon? I have some questions about the project.

TEST 3: STATUS UPDATE

Say: "Just finished the code review and pushed the changes"

Get:

Just finished the code review and pushed the changes.

TEST 4: GROUP ANNOUNCEMENT

Say: "At team heads up we're pushing the deadline to Friday"

Get:

@team Heads up—we're pushing the deadline to Friday.

Experiment: Customize Your Tone

The base prompt creates a neutral professional tone. But you can tweak it! Try adding these lines to the <requirements> section and see how the output changes:

- **More casual:** Add "Use contractions freely" and "Occasional emoji is OK"
- **More formal:** Add "Avoid contractions" and "No emoji"
- **Slack-specific:** Add "Use :emoji_names: format for reactions"
- **Shorter:** Add "Maximum 15 words per message"

Troubleshooting

Messages Too Long?

If your chat output still feels like email, make sure you removed any greetings/sign-offs from your prompt OR add this line: - Strip any formal greetings or closings the user includes

@Mentions Not Converting?

Make sure you're saying "at" as a separate word, not slurred into the name. "at Sarah" works. "atSarah" may not. Also verify the requirement line is present: Convert "at [name]" to @[name] mentions

Wrong Mode Activating?

If Email Mode is activating in Teams instead of Chat Mode, check your auto-activation rules. Teams might be matching a more general rule. Make the Teams rule more specific, or adjust the priority order in your modes list.

PRO TIP: CREATE PLATFORM-SPECIFIC VARIATIONS

While one "Chat Mode" works for all platforms, power users often create separate modes for each: **Teams Mode** (professional), **Slack Mode** (tech casual + emoji suggestions), and **Discord Mode** (fully casual). Each has slightly different tone rules. Start with one universal mode, then branch out as you discover your preferences.

✓ Completion Checklist

- Created "Teams Chat" mode with LOCAL models
- Added auto-activation for Microsoft Teams
- Enabled Application Context only (not clipboard/selected text)
- Pasted the chat formatting prompt
- Tested @mention conversion (at Sarah → @Sarah)
- Tested quick message formatting (no greetings/sign-offs)
- Verified mode auto-activates when switching to Teams

What's Next?

You've now built modes for email and chat—the two most common workplace communication formats. In **Exercise 5: Custom Vocabulary**, you'll learn how to teach SuperWhisper specialized terms, acronyms, and names that it might otherwise mishear. This is especially valuable for public health terminology.