

GSD. MS Teams - Use the Command box in Microsoft Teams

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General Information:

Possible symptoms/errors:

User wants to know How to use the Command box in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

The command box helps to perform commonly used tasks in Microsoft Teams. This is where user can enter commands or shortcuts for performing quick actions, searching or launching apps.

Details:

To use the command box to search, advise user to:

Type what they're looking for in the command box, like a message, person, channel, or file. Select one of the suggestions from the list.

Or press Enter to see more results.

To use slash commands to perform tasks, advise user to:

In the command box, type a / to see a list of commands and descriptions. Choose a command from the list or type it.

For example, to call someone, type /call, press Tab, and select or type the name of the person they want to call.

To use the @ command, advise user to:

Type @[someone's name], press Tab, and then type a message to message someone without moving away from what they're working on. Type @[app name] to launch an app directly from the command box.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

O365 Support

https://fmcna.service-now.com/sp?id=kb_article&sysparm;_article=KB0039429

Use the command boxAvailable commands