

# GSD. MS Teams - Save a post or a message in Microsoft Teams

**Article ID:** KB0039293

**Created:** 2024-12-19 13:59:35

**Updated:** 2025-01-23 16:43:03

**Author:** {'link':

'https://fmcnadev.service-now.com/api/now/table/sys\_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

**Category:** {'link':

'https://fmcnadev.service-now.com/api/now/table/kb\_category/67c11840c38a1a100acd33001501312a',

'value': '67c11840c38a1a100acd33001501312a'}

General Information:

Possible symptoms/errors:

User wants to know how to save a post or a message in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In Microsoft Teams, user can save a post or a message which they need to keep track of.

Details:

To save a message or post, advise user to select Save message just to the right of the text. To see a list of your saved messages, user must select their profile picture at the top of the app, then choose Saved.

Or type /saved in the command box at the top of the screen.

Assignment Group:

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

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A