

# 25 Time-Saving Tips For Microsoft Teams

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# 25 Time-saving Tips for Microsoft Teams

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# 25 Time-saving Tips for Microsoft Teams

## Introduction

Microsoft Teams is getting popular, as of March 2018 there were over 200,000 organisations using it, with that figure continually growing it is becoming one of the most popular chat and collaboration applications out there.

However, for many users it can be overwhelming when first getting started given the array of functionality available. The tips in this Ebook will help everyone from beginner through to the more advanced user get the most out of Microsoft Teams.

As with most of Microsoft's tools, there are always features you hadn't realised were there that can save you time, make you more productive, or are just fun and cool. We hope we have covered a good few of them for you here.

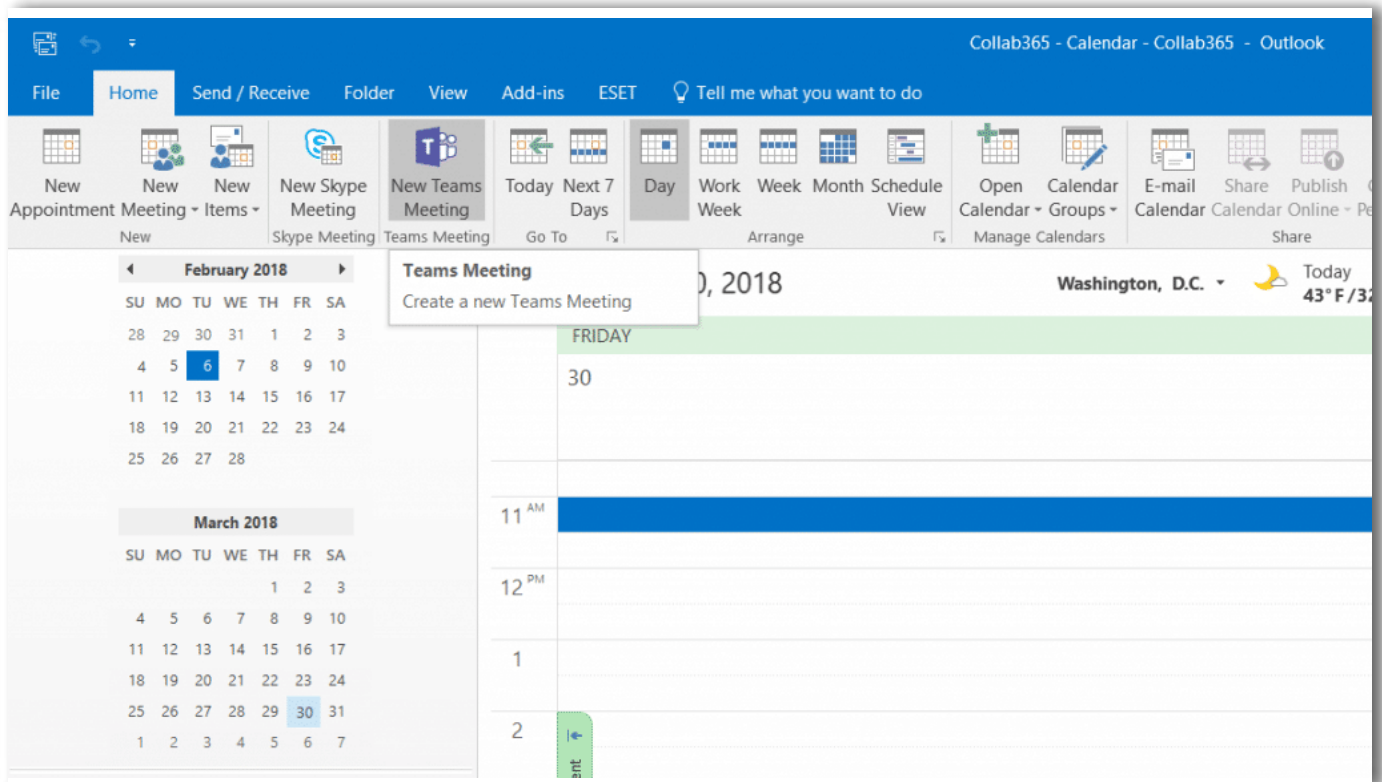
So let's get started!

# External and Guest Users

## Tip 1. Meetings with external or Guest users

Many people will have used Skype for business by adding it to meetings directly into the invite in Outlook, a handy feature. Well now you can do that with Microsoft Teams and pretty much in the same way:

**Question and Answer from Ingeborg Hawighorst:** *"What needs to be in place for the 'New Teams Meeting' to show up in the Outlook ribbon?"* . If you have the Teams Desktop client installed, Outlook will see an add-in for Teams, which will automatically be enabled. If you don't have the desktop client installed, you won't be able to see the ribbon icon.



# External and Guest Users

As you can see from the screenshot, the meeting invite has the link to the Teams meeting at the bottom for attendees to click on when the meeting time comes, in the same way it would if using Skype for Business.

The screenshot shows the Microsoft Teams meeting invitation interface. At the top, there is a blue header bar with the title "Collab365 MicroJobs Launch - Meeting". Below the header is a ribbon with tabs: File, Meeting, Insert, Format Text, and Review. The Meeting tab is active, showing various icons for actions like Delete, Copy to My Calendar, Forward, Appointment, Scheduling Assistant, Skype Meeting, Join Teams Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, and Response Options. A "Show As" dropdown is set to "Busy", and a "Reminder" is set to "15 minutes".

Below the ribbon, a message states: "You haven't sent this meeting invitation yet." To the left of the form is a "Send" button. The form fields are as follows:

- To...: ALL
- Subject: Collab365 MicroJobs Launch
- Location: Microsoft Teams Meeting
- Start time: Fri 30-Mar-18, 1:30 PM, Dublin, Edinburgh, Lisbon, London
- End time: Fri 30-Mar-18, 2:30 PM, Dublin, Edinburgh, Lisbon, London
- All day event: ☐

The main body of the invitation contains the following text:

Come along and see Collab365 MicroJobs.

Become a seller and sell your Microsoft based skills and knowledge in MicroJobs.

OR

Become a buyer to solve your project challenges, knowledge gaps, or simply get some advice on something.

[Join Microsoft Teams Meeting](#)

Guests need to switch to their guest accounts to join this meeting. [Learn more](#)

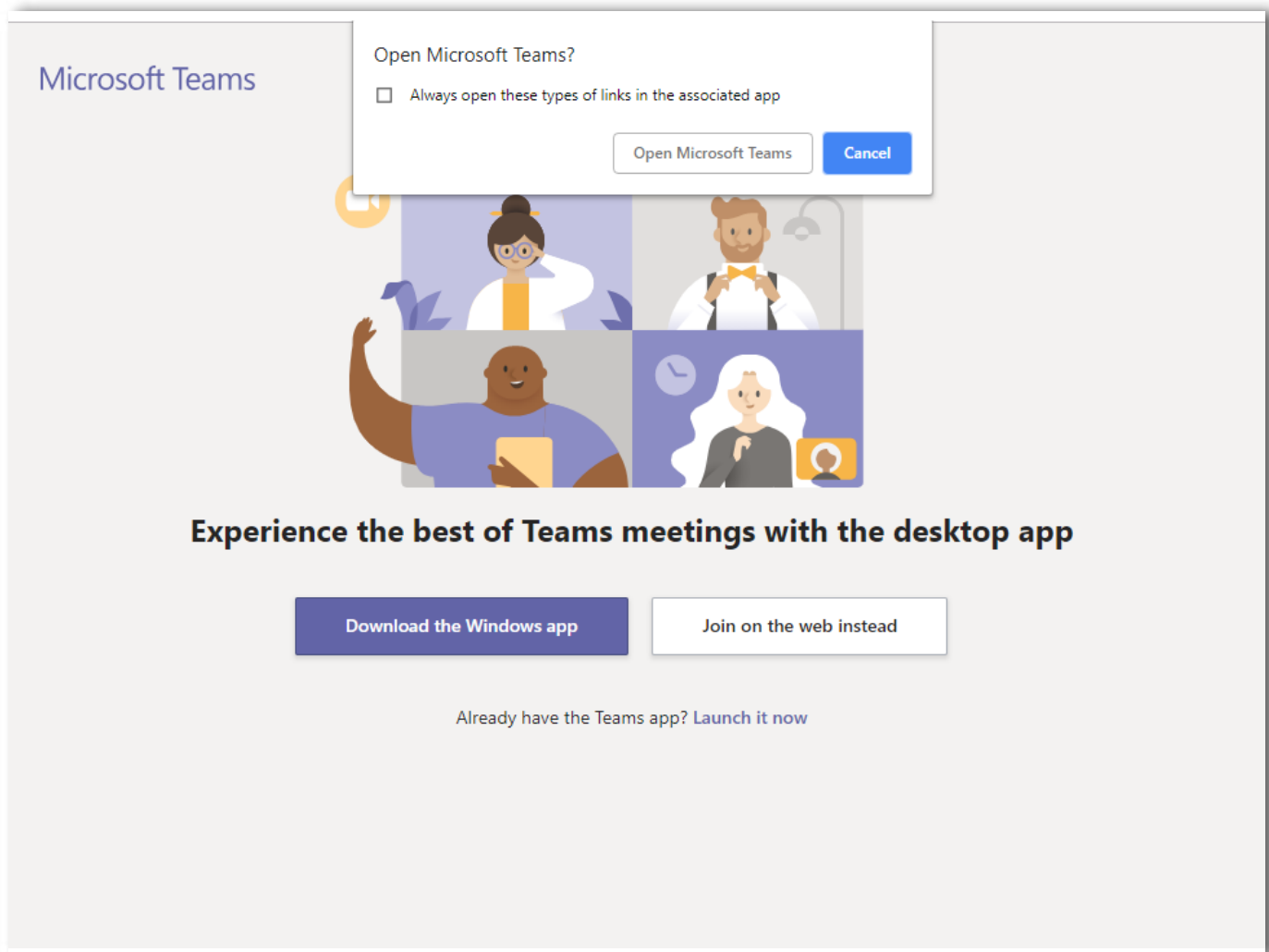
# External and Guest Users

## So who can attend these meetings?

Well, anyone with an email address can attend, which is really neat. So there are a few ways users outside and inside your organisation can take part in your Teams meeting. Here are the 3 main ones:

### i. Web meeting

Anyone with an email and internet connection can access the call via the browser, simply by clicking on the link within the meeting invite and then clicking the 'Join on web instead' button.



While the resulting interface is quite restricted for the attendee on the web, you cannot share camera or screen but can view other members shared screens. It is still a great way to have a conference call in Teams, without all attendees being in Teams.

# External and Guest Users

## ii. A user with any email, added as a Guest user

If the user has been added as a Guest user in Teams and has access to the Teams application on their device, then instead of clicking 'Join on the web instead', they would select 'Open Microsoft Teams' option and get a much richer experience of meeting in Microsoft Teams as a Guest.

## iii. Anyone with a phone

You can have dial-in conference options so people can join your meetings in Microsoft Teams from almost any device, anywhere. You need to have Audio Conferencing which comes with Office 365 Enterprise E5 subscription or is available on a pay-per-minute basis as an add-on to Office 365 E1 or E3 subscription. Where the Audio Conferencing is enabled, users will automatically see the dial in options for Microsoft Teams meetings that are created.

Take a look at this blog post for some further info on [Meeting with Microsoft Teams](#).

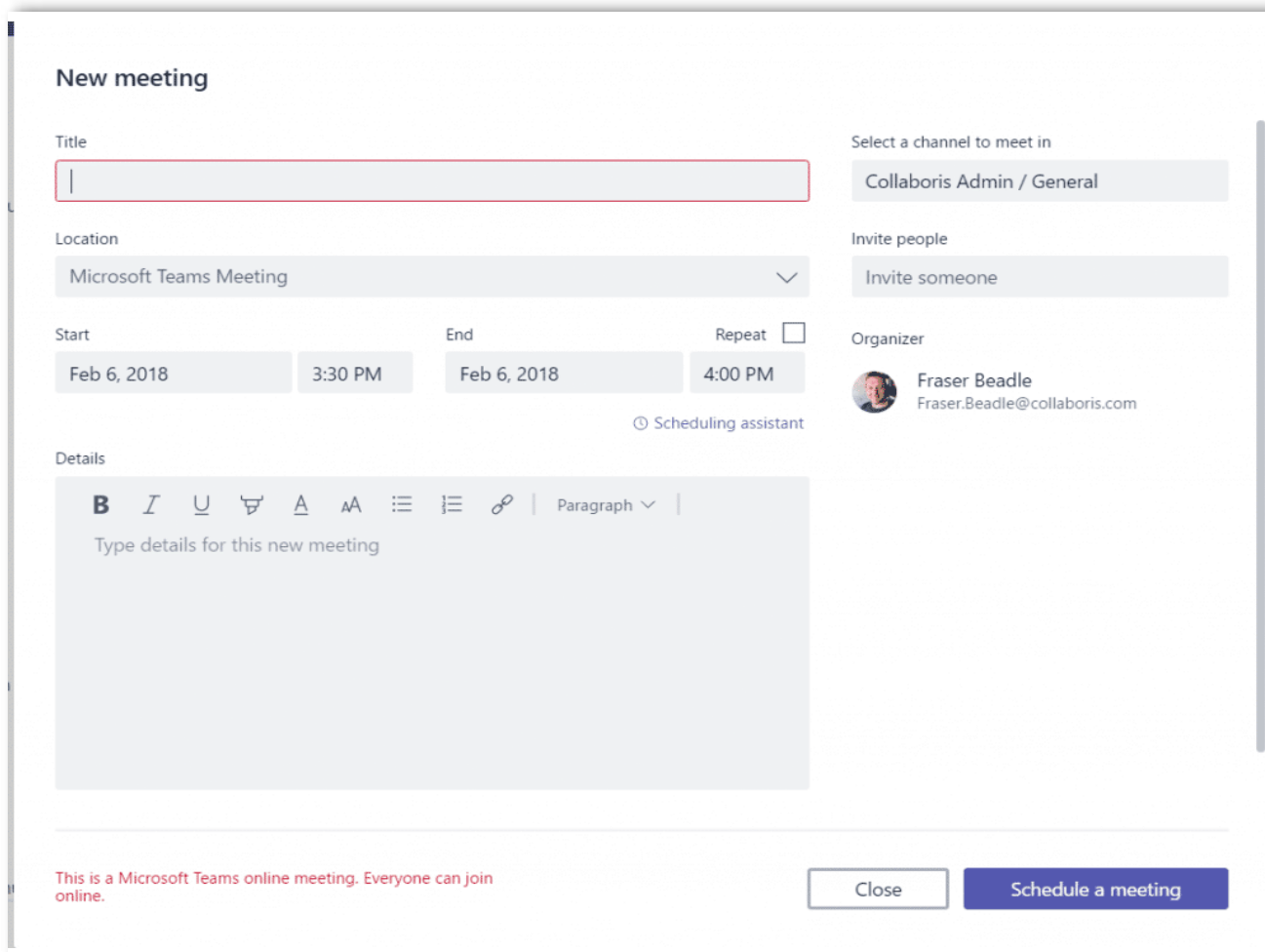
# Scheduling Meetings

## Tip 2. Meeting Scheduling in Teams

This one is closely related to number 1; however the simple features are always the best in my opinion, so I figured it was worth its own section.

You can schedule meetings from within Teams. From within a team or channel, you can click the small camera icon to meet now, or using the same icon you can also choose to schedule a meeting as you would in Outlook. You can also see your calendar and meetings within teams by clicking the meetings icon.

You get this window:



The screenshot shows the 'New meeting' dialog box in Microsoft Teams. The dialog is titled 'New meeting' and contains several sections for configuring a meeting. The 'Title' field is empty and highlighted with a red border. The 'Location' is set to 'Microsoft Teams Meeting'. The 'Start' time is 'Feb 6, 2018' at '3:30 PM', and the 'End' time is 'Feb 6, 2018' at '4:00 PM'. The 'Repeat' option is unchecked. The 'Organizer' is 'Fraser Beadle' with email 'Fraser.Beadle@collaboris.com'. The 'Details' section has a rich text editor with a toolbar and the placeholder text 'Type details for this new meeting'. At the bottom, there is a red message: 'This is a Microsoft Teams online meeting. Everyone can join online.' and two buttons: 'Close' and 'Schedule a meeting'.

**New meeting**

Title

Location

Microsoft Teams Meeting

Start

Feb 6, 2018 3:30 PM

End

Feb 6, 2018 4:00 PM

Repeat ☐

Details

Type details for this new meeting

Select a channel to meet in

Collaboris Admin / General

Invite people

Invite someone

Organizer

Fraser Beadle  
Fraser.Beadle@collaboris.com

ⓘ Scheduling assistant

This is a Microsoft Teams online meeting. Everyone can join online.

Close

Schedule a meeting



# Scheduling Meetings

It has the Teams channel you are meeting 'in', the ability to use the scheduling assistant as you can in Outlook and the ability to select the people you would like to invite from your organisation. Once scheduled, the result is a calendar invite in Outlook with the relevant Teams link in it to click and join the meeting when the time comes and will also display in Teams when you click on the meetings icon.

A cool thing about the calendar in Teams is that you can go to the meeting entry in the start a Teams chat with the meeting attendees before the actual meeting, just by clicking 'Chat with participants'. This is useful for the preparation and planning of meetings.

# What Can Guests Do?

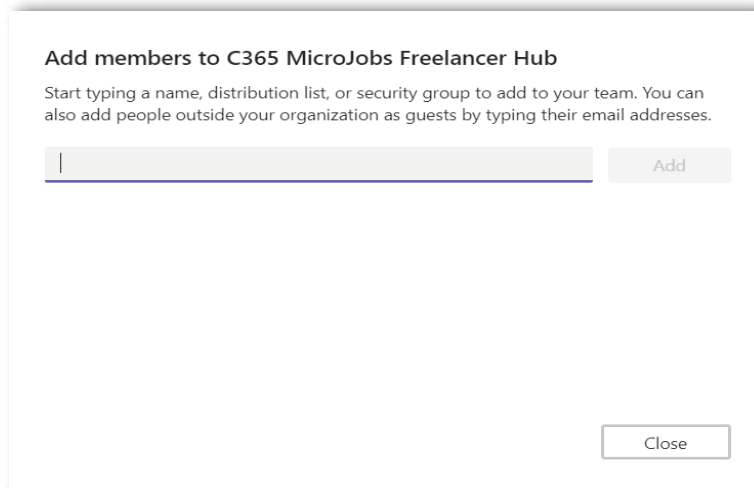
## Tip 3. Guests - The other stuff they can do

The above meeting functionality shows that there are various features you or your guest can make use of in your Teams, providing some great ways of working with people outside of your organisation. Well, it doesn't stop there. Guests can participate in channels, conversations, chats, and meetings; they can share files in channels, add new channels, and use the Wiki... Providing some fantastic collaboration opportunities.

**Note:** Guest access is available on the desktop, web, iOS and Android apps.

All a user needs to be a Guest is an email address. Once you have this, adding a guest can be done by a Team owner and is almost too simple!

Click on the three dots '...' next to the team you want to add them to, be sure it's the correct one. As I said above it is almost too simple, and you could easily add someone to the wrong team and get into all sorts of trouble. Then in the window that pops up, just enter the email and click add... you can add more than one at a time in the same window.



The screenshot shows a dialog box titled "Add members to C365 MicroJobs Freelancer Hub". Below the title, there is a text instruction: "Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses." Below this text is a text input field with a vertical cursor. To the right of the input field is a button labeled "Add". At the bottom right of the dialog box is a button labeled "Close".

# What Can Guests Do?

## What can a guest do?

So from the Microsoft Teams FAQs site as at the time of writing the Guest permissions are best described with the table below...

Capability	Team member	Guest
Create a channel	✓	✓
Participate in a private chat	✓	✓
Participate in a channel conversation	✓	✓
Share a channel file	✓	✓
Share a chat file	✓	
Add apps (such as tabs, bots, or connectors)	✓	
Can be invited via any work or school account for Office 365		✓
Create a team	✓	
Delete or edit posted messages	✓	✓
Discover and join public teams	✓	
Post in the General channel	✓	✓
View org chart	✓	

# What Can Guests Do?

You can also manage guest permissions via the 'Manage Team' option, again by clicking on the the three dots '...' next to the team.

In this menu, you can see your members, add and delete members, manage channels, manage settings and manage Apps. With a mix of the Guest permission and the other settings, you can choose to set the team up to be fully interactive with all members and guests, or you can lock down to just the owner being able to post, which might be useful as an announcement or information channel.

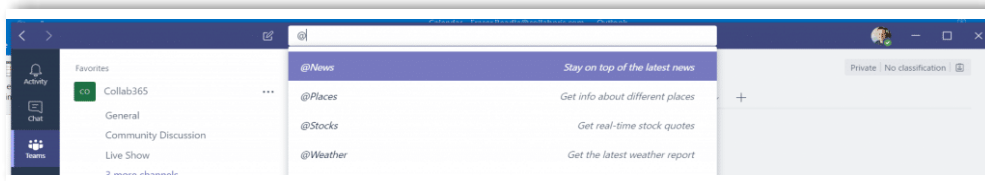
All in all, the functionality and Collaboration that Guest access enables for users and organisations is fantastic!

# The Command Box

## Tip 4. Apps and Actions from the Command Box

The search bar at the top is hiding more than just search functionality, it has some great 'shortcut' app and command options, some of which are really useful... A great shortcut key to get to the bar is **ALT+E**.

All you have to do to see what's on offer is type '/' for the commands that work standalone or '@' to see the Apps commands, give it a go.



Once the apps are installed, they can also be accessed by clicking on the '...' at the bottom of the conversation window. This allows you to share the search result, or item from the relevant app in the conversation, a great way to interact with Apps and your teams.

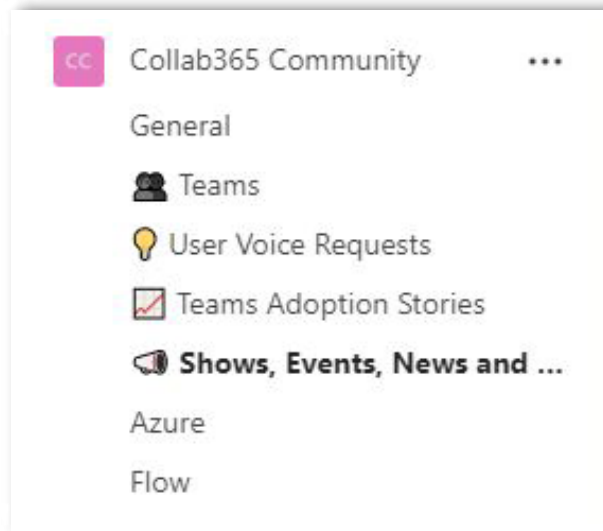
So back to the Command Bar... the shortcuts in here can be useful, here are just a few of my favourites:

- **/whatsnew** – This has to be the most useful one given the speed that MS release changes these days. This takes you to the Release notes tab in the T-Bot channel. Worth a regular check.
- **@Wikipedia** – Allows you to do a Wikipedia search. Returns a summary that you can click on to go to the full Wikipedia page.
- **/goto** – If you have a lot of teams or channels or spend a lot of time, as I do, in the Chat part of teams then this is a good way to hop straight to your destination.
- **/files** – Shows your recent files and allows you to search and go to the file you want rather than having to click around your teams to find what you need.
- **/keys** – This is a shortcut to show shortcuts. Nice quick reference for the MS Teams Keyboard Shortcuts.
- **/call** – This allows you to type the first few letters of the person you want to call and select them to call. In big organisations, this could be very time-saving.
- **/help** – Pretty self-explanatory and straightforward. A really good quick way to ask a question of the Teams help via the T-Bot.
- **/saved** – This takes you straight to your list of saved messages.

# Images On Your Channels

## Tip 5. Spruce up your channels with images

If you want to give your channels a bit of an eye-catching makeover then fear not, it's easy! To achieve this, all you need to do is edit the channel name, copy a Unicode character and paste it in.



To locate a relevant image, use a Unicode Character Finder resource. Then once you have found the image you want, copy the Unicode to the clipboard, edit the channel, paste the code in front of the channel name and save it.

This is an ideal tip if you want to bring more prominence to a particular channel.

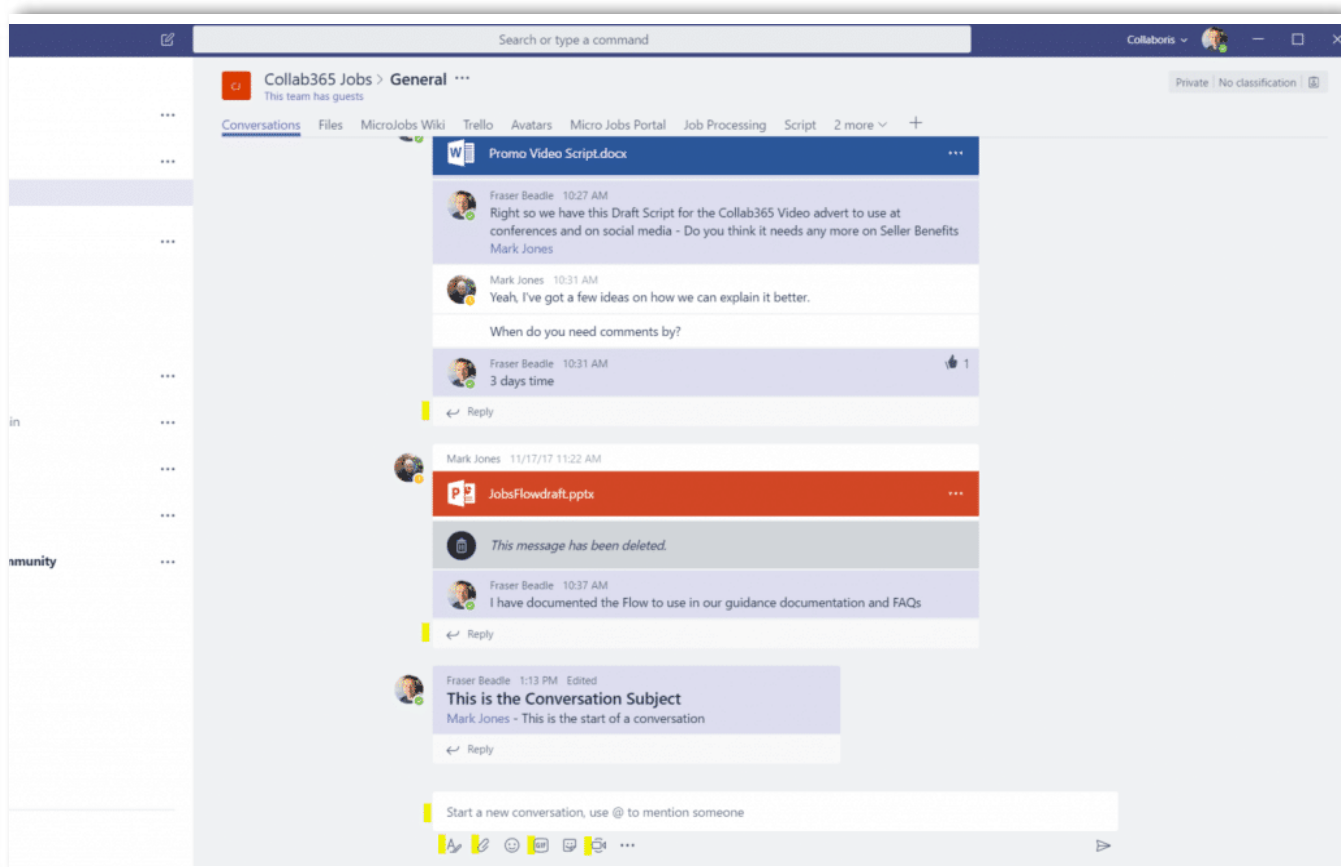
# Chats and Conversations

## Tip 6. Get the most out of Chats and Conversations

So we all know how chat works and can pretty much do it without thinking, but I figured it was worth putting together a list of basic and best bits for Chats and Conversations in Teams.

**Chats** – These are done via the Chat tab on the left-hand menu and are more traditional chats where you can have 1-to-1 or group chats. Probably best compared to a chat in domestic Skype.

**Conversations** – While on the face of it very similar to chats, this gives some structure to your conversation, to allow better collaboration in a more focused way. The interface is very similar to chat however with some subtle differences worth mentioning, so below is an example of a couple of conversations within a channel:



# Chats and Conversations

As you can see there can be several conversations going on at once, around specific subjects or documents. If used correctly this helps keep track of conversations, here are some tips for conversations:

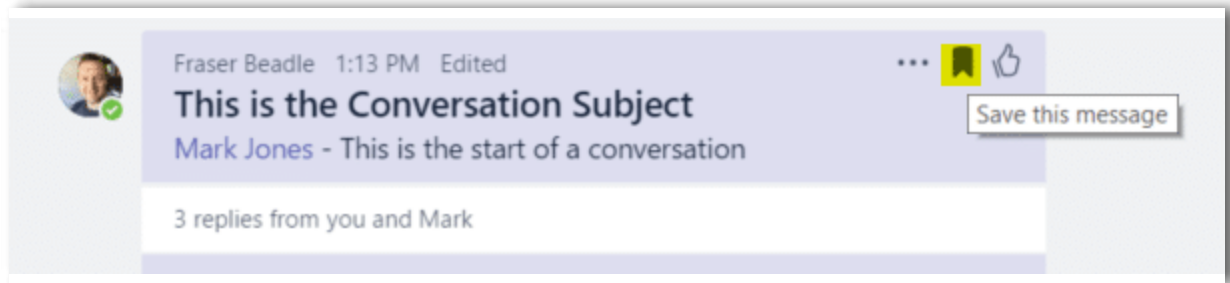
- **Reply** – The 'Reply' option under each conversation should be used to add further points to that conversation.
- **New Conversation** – The bottom chat entry is used to start a new chat, this is the one most commonly misused to reply to the conversation above.
- **Conversation on a Document** – To start the conversation on an existing document, open the document in teams and then click 'Start Conversation' at the top. To start on a new document click the paperclip and upload the document, this will start the conversation and upload the document to the files tab at the same time.
- **Subject** – When creating a conversation it is good to add a subject – By Clicking the 'A' icon you get more edit options. Adding the title helps keep focus and context to that conversation.
- **@mention** – Also when starting a conversation or asking a specific question, it's good to use the @mention functionality to either get the whole channel's attention, by using the name of the channel, or a given team member name. The relevant people then get alerted to this new reply or conversation.
- **GIFs** – In both chat and conversation, if it is enabled on your Microsoft Teams by the administrator, you can brighten up everyone's day and use the GIFs. Just click the GIF icon and have a look around, don't blame me if it distracts you from your work for a while.
- **Meetings** – I have already mentioned this earlier in the post, but worth a mention again – you can also click the camera icon here to either start a meeting now or schedule one for the future.



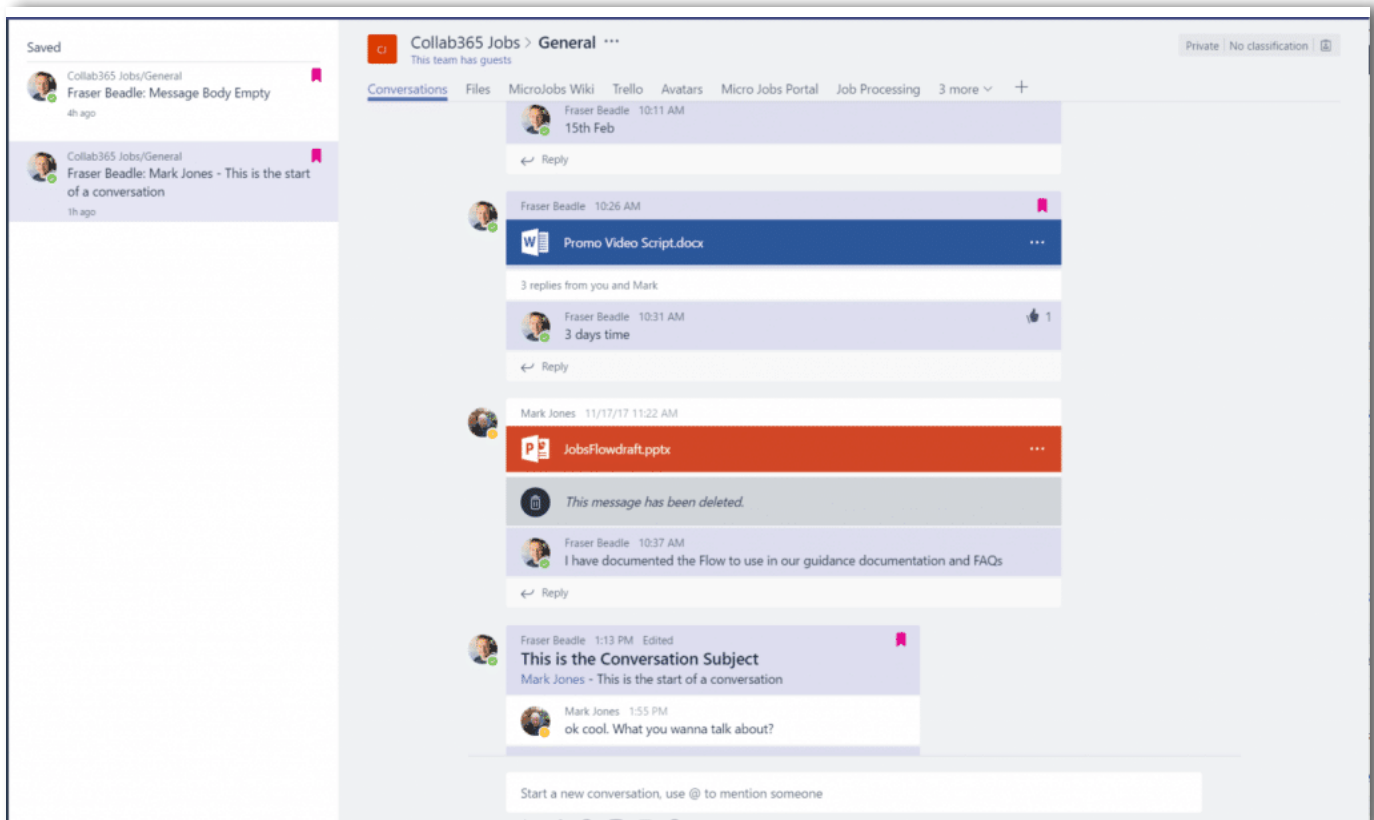
# Bookmarks

## Tip 7. Bookmarking Messages

This is a handy piece of functionality that allows you to save a particular message, or more accurately a position in a conversation or chat, just by clicking on the sash icon at the top of the message:



Then you can recall all your saved messages by clicking on your profile picture top right and selecting 'Saved' or possibly quicker would be to type in the command bar '/saved'. This gives you a list of all your saved points and on clicking on them takes you back to the point in the conversation you saved them from.



# Navigation Buttons

## Tip 8. Navigation Buttons (< >)

The simple tips are the best!

When I first started using Teams, my impression was that it was great but did have some challenges in regards to multitasking. Every time I went from working in a tab in a given team to continue a chat, by clicking on the chat icon, and then to go back, I would always have to click all the way through back to where I was... I was missing something, these:



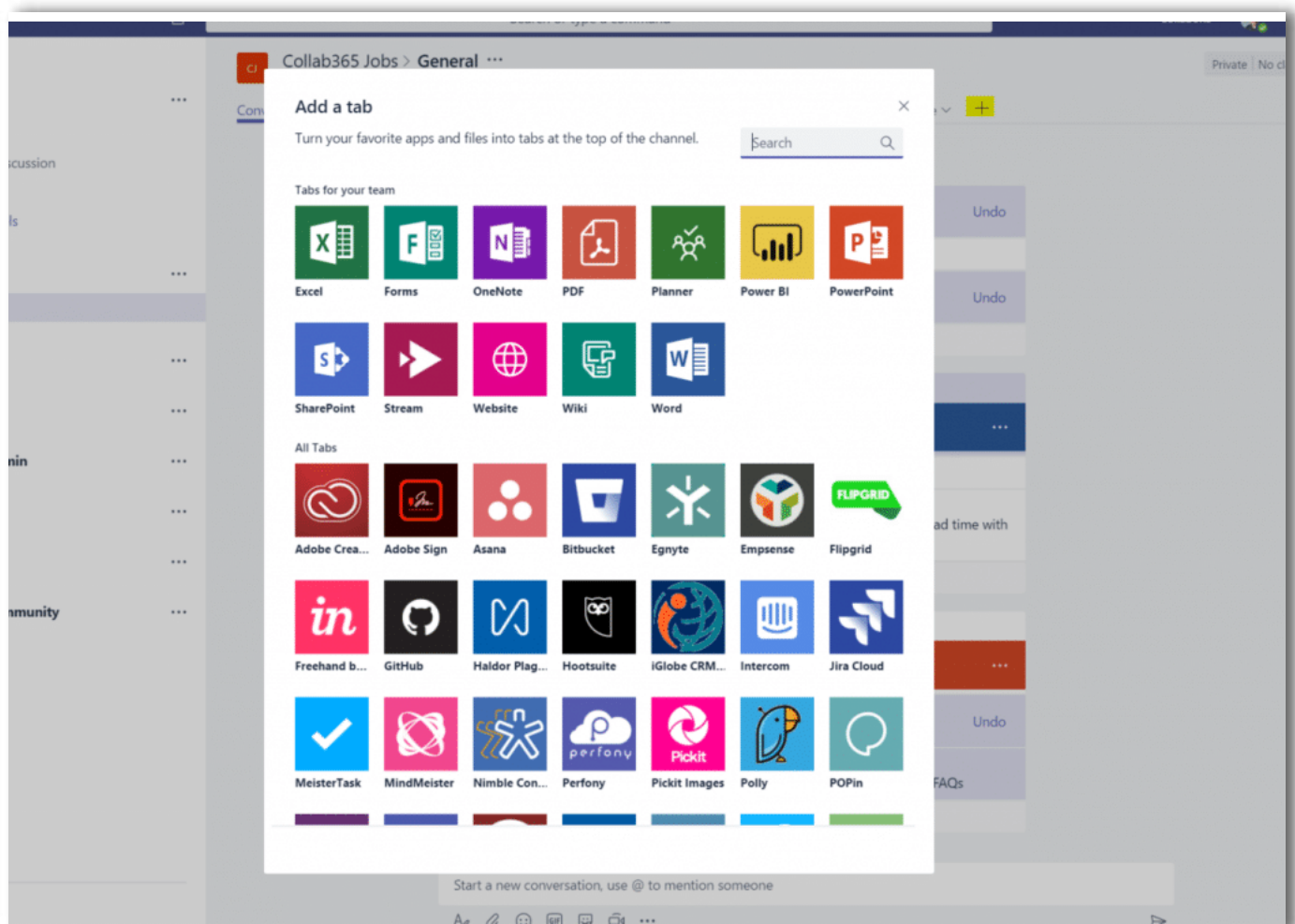
So when I have come from another channel because someone messages me or similar, I can easily click back, and also forward again to toggle. I'm finding this vastly improves my Teams Experience.

# Tabs

## Tip 9. Tabs for all occasions

A must for productivity and ease of access within your working group is taking advantage of the tabs within your Teams and Channels. From simply exposing a website or file to be easily accessible, or to show more complex Apps to manage work and help with day to day activities.

All you need to do to add a tab is click the '+' sign on the right-hand side of your Channel and then search for the thing you want to add in. The more popular MS Apps are at the top with the many more available below:



# Tabs

There are too many to mention them all, however here are some of the ways I have found tabs useful in Teams:

- **Simply Exposing Office documents or Websites** on a tab for quick reference – I have found this useful in many scenarios from quick access to templates through to tracking spreadsheets of various kinds. In fact, we recently placed the Collab365 Teams live show onto a tab in our Collab365 Teams based Community (so far with over 800 Members in as Guests to our tenant).
- **Task Management** – Here at Collab365 we have used tabs to expose both Microsoft Planner and tools like Trello, depending on the audience involved – The quick access to tasks and scheduling is useful. There are more complex task and project management Apps that you can use from the store.
- **OneNote** – for those that love OneNote, you can create a OneNote tab and off you go using OneNote within your Channel.
- **Forms** – Simply select 'Forms', and you can easily create a very powerful form/survey that can be managed in teams, and with a tweak of the share permissions, shared and filled in by anyone that has the link. The responses can be seen on the tab by the form owner and also stored in a spreadsheet in the files tab.
- **Expose any existing SharePoint Document Library** – Just select the 'SharePoint' icon fill, in site URL, select the document library you want from the list, give the tab a name, and you have the library exposed in a Teams channel.

That is just a few of the tabs we have found useful; however you only have to look at the number of Apps in the store to know there are going to be tools of all shapes and sizes, have a look around.

# Teams Structure

## Tip 10. Don't put all your eggs in 'General'

When you first start using Teams, it is tempting to keep everything in the General channel of your team, adding tab after tab for each need you come across. Now in some circumstances with small teams, this is fine however in most it will lead to confusion and makes it hard to find stuff as the Teams resources grow. (or use of the team grows)

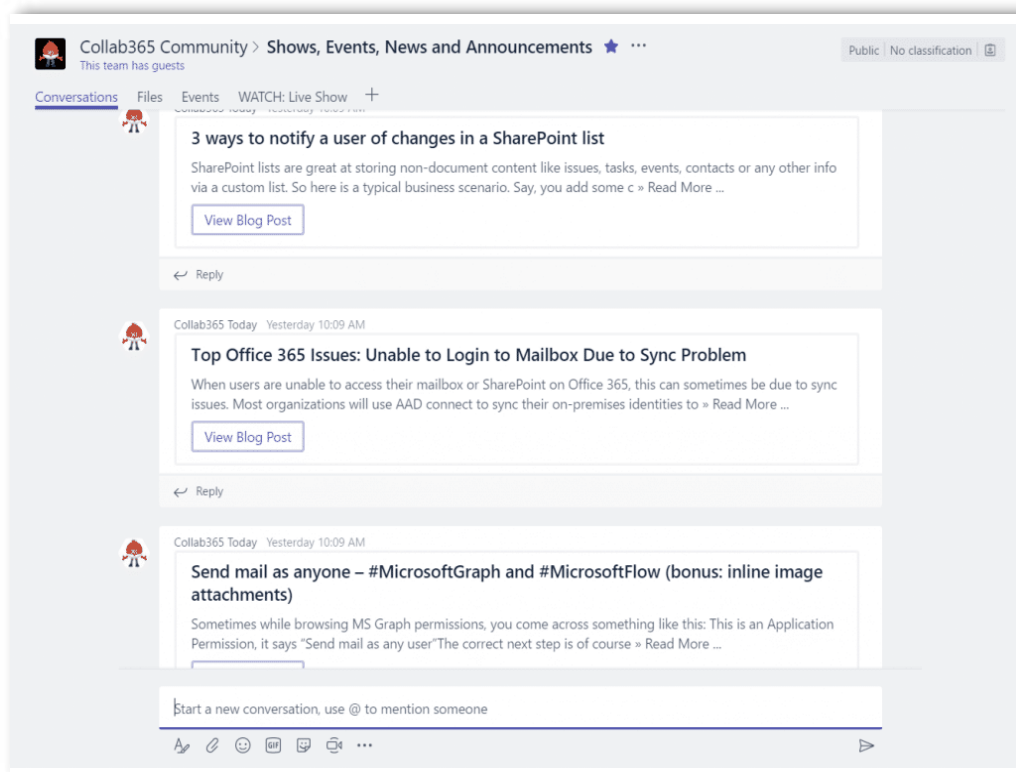
So, here are some recommendations:

- Think of the General channel as the landing page for your Team, the hub for the high level interaction.
- Then for each subject area or main function, create a new Channel.
- When adding a tab to General, always ask yourself if this would work better as its own channel or within another channel.
- The more tabs you add to General, the fewer people will find them. So try the rule that when the number of tabs doesn't fit on your standard working screen size (different for everyone) start thinking about flipping the tabs to existing or new channels.

# RSS feed post to Microsoft Teams Channel

## Tip 11. How to publish an RSS Feed post to Microsoft Teams as a card (Using Zapier)

For those that don't know, we at Collab365 run a 'Community Team' on our Teams Tenant, and one of the challenges we wanted to solve was adding the Collab365 Today posts to a channel and for them to look nice (as cards) like this:

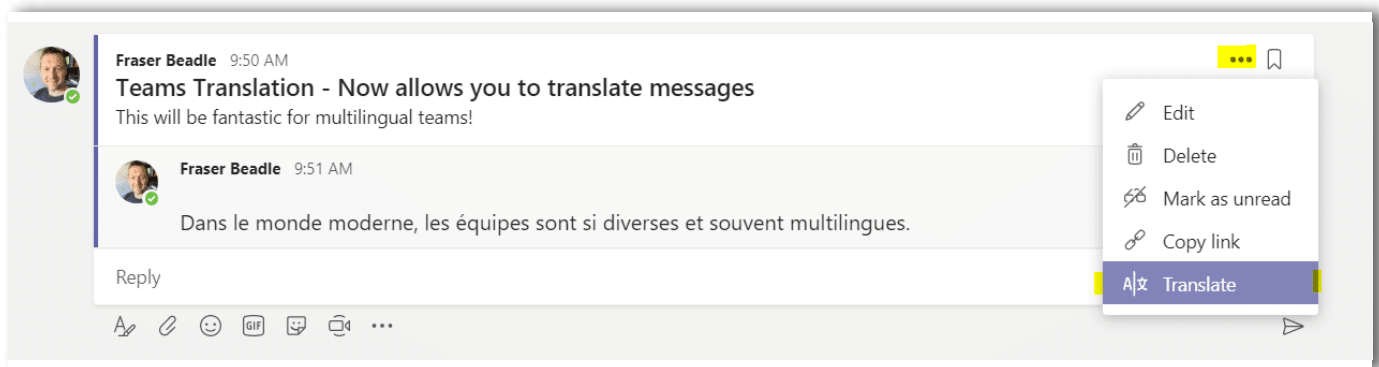


We created a blog post showing the steps of how we did it... [Read More](#)

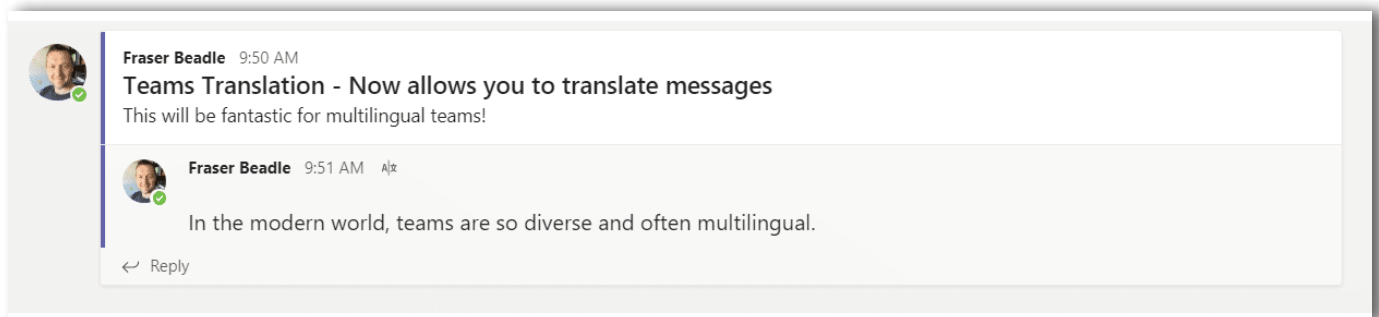
# Languages

## Tip 12. Translation of Teams Messages

You can now translate messages to your base language in Microsoft Teams on a message by message basis. In this example, the original message is in French. Simply click the '...' and choose 'Translate'



Et Voila – (Sorry, couldn't resist)

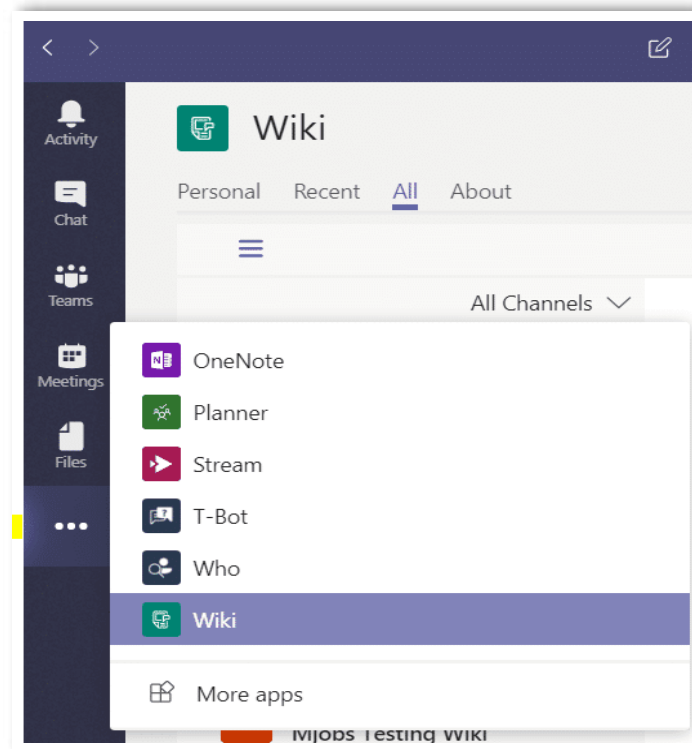


You can set it back to show the original language via the same menu. A great feature - I think you will agree?

# Wiki's

## Tip 13. All your Wikis in one place

If you are using the Wikis within teams, then this is a fantastic feature to help with your productivity. Simply click '...' on the left-hand menu and choose 'Wiki'.



This will take you to the Wiki home page on your '**Personal**' Wiki tab, and this is a great place for taking private notes.

Click on the '**All**' tab, and it gives you a summary view of all the Wikis you are involved in, making it easy to navigate, consume and update them.

A nice extra on the Personal Wiki is being able to add notes from anywhere using the top command box. Just type '/wiki' and press enter, and you can then type your note. Press enter again, and your note will be added. Press enter a third time, and it will take you to your Personal Wiki.



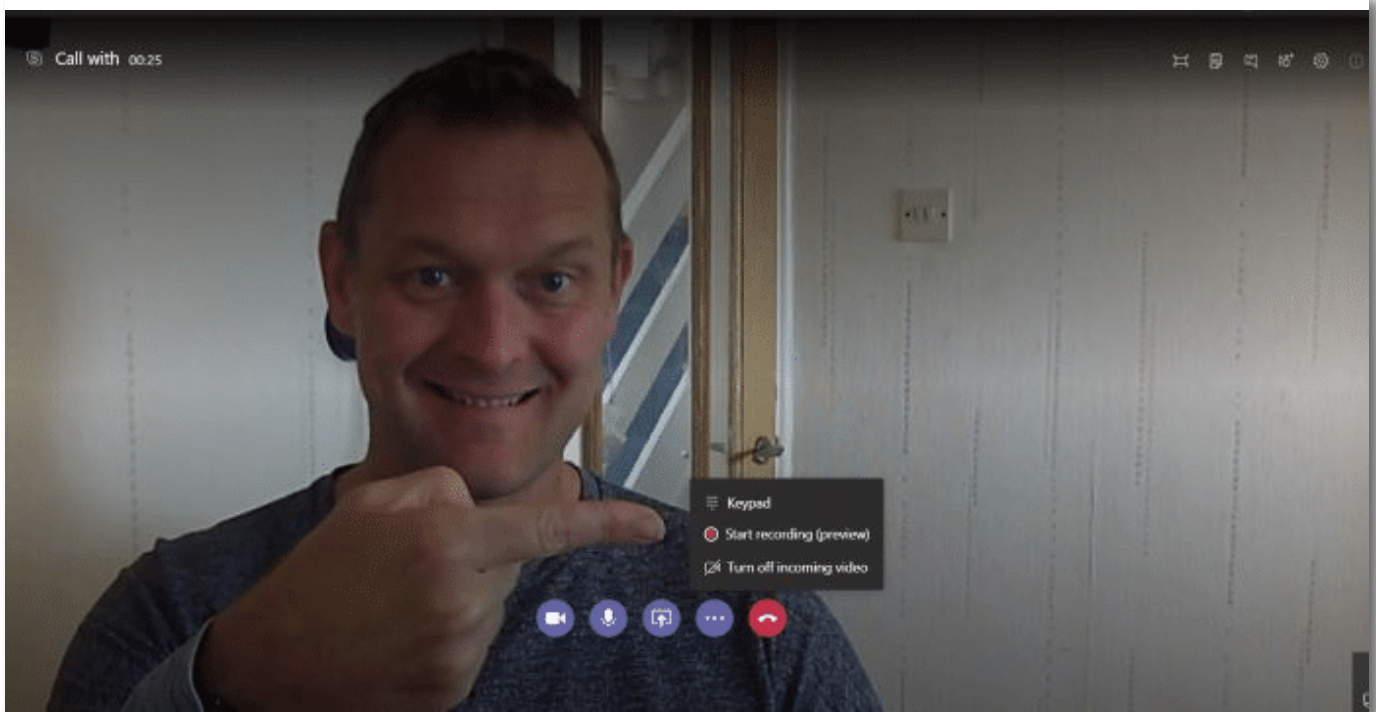
# Recording

## Tip 14. Record your Teams meetings

You can record your Microsoft Teams meetings. The recording captures Audio, Video, and any screen sharing activities. The meeting is recorded in the cloud and saved to Stream, meaning you can manage, download, and share along with all your organisation's other Video content.

At the most basic level, this allows you to have a record of what was discussed, either to go back to or share with team members that could not attend. However, this can be used to easily create company or department announcements, management team updates, news items, demos, solutions to common problems or any other communications you might use video for in your organisation.

So how do we do it? Well, it couldn't be easier - once in the meeting just click the '...' and click 'Start Recording' like this:



Once clicked you will be told you are recording in a message at the top of the meeting. Once finished you click stop recording from the same menu.

# Recording

The video is saved to Stream. However, you will also see a link to it in the meeting chat window, and be emailed a link to it from Stream. Obviously, as with all your Stream video content, it does take up space, so you need to ensure this use of Stream is included in your storage planning.

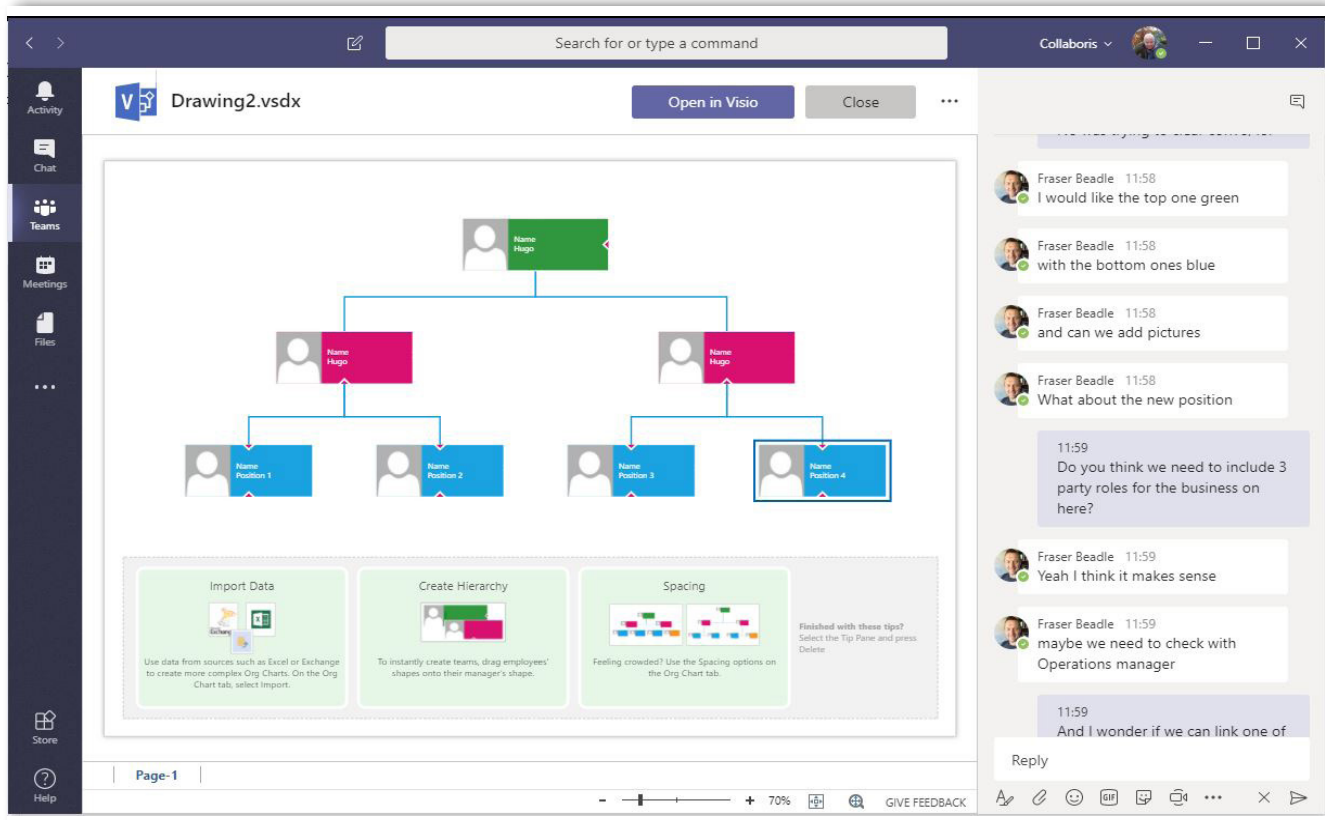
Here are a couple of links to help explain further and give other prerequisites and considerations:

- [Teams Cloud meeting recording](#)
- [Get started with Microsoft Stream](#)
- [End User Documentation: Record meeting in Teams](#)

# Collaborate on Visio in Microsoft Teams

## Tip 15. Work on Visio in a Microsoft Teams Tab

If there was ever a tool that got the best productivity and results when worked on collaboratively, it's Microsoft Visio... Well, now you can do this with your team from within Teams. How cool is that?



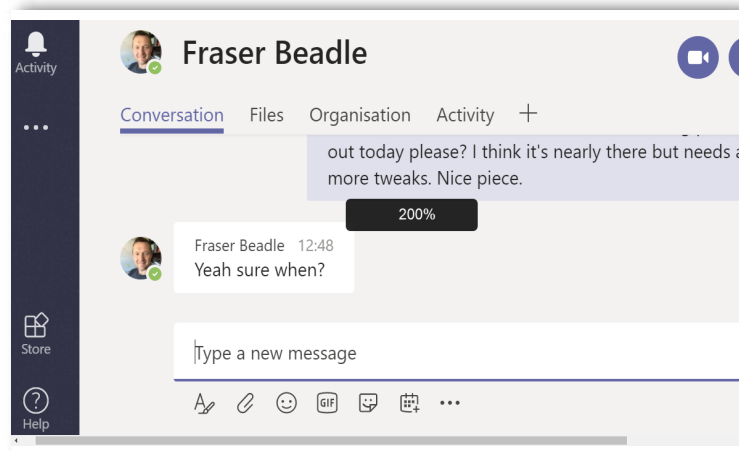
Once you have uploaded the Visio file into a channel, you and your colleagues can alter the diagram from directly inside Teams! You can also discuss the diagram within the Teams conversation window while working on it as you go. I am sure you will agree, this is a great way to get input and agreement from all stakeholders as you go, saving everyone time and getting a better quality result.

# Zoom!

## Tip 16. Zoom in and out

You no doubt are used to zooming in and out on your browser many times. Did you know you can do exactly the same in the Teams desktop client?

All you need to do is press 'CTRL+' to zoom in and 'CTRL-' to zoom out.



At the time of writing this there's no way to zoom on the mobile apps.

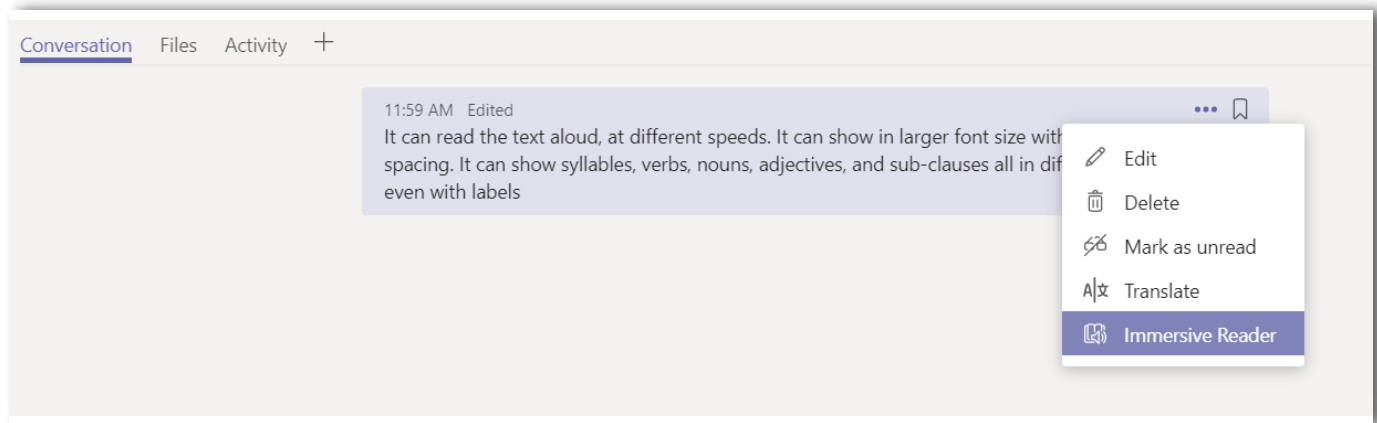
**Note:** If you're using Teams in the browser you can also use the normal browser zoom functionality.

# Immersive Reader

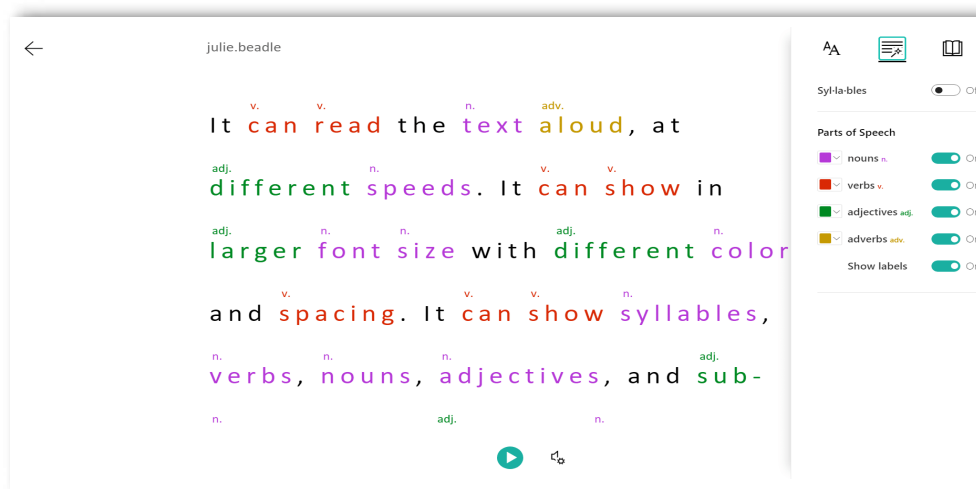
## Tip 17. Microsoft Immersive Reader for Teams

This functionality has been around in other Microsoft Tech for a little while and is predominantly a tool in the Microsoft Education space, that's aimed at schools, colleges and teachers billed as a learning and accessibility tool. However, it can, of course, be useful to a much wider audience than just schools, especially now that it is available in Microsoft Teams. So how do you use it and what can it do?

Firstly, to access a given message you use the three dots '...' and select it from the drop down.



It can read the text aloud, at different speeds. It can show in larger font size with different colours and spacing. It can show syllables, verbs, nouns, adjectives, and sub-clauses all in different colours, and even with labels.



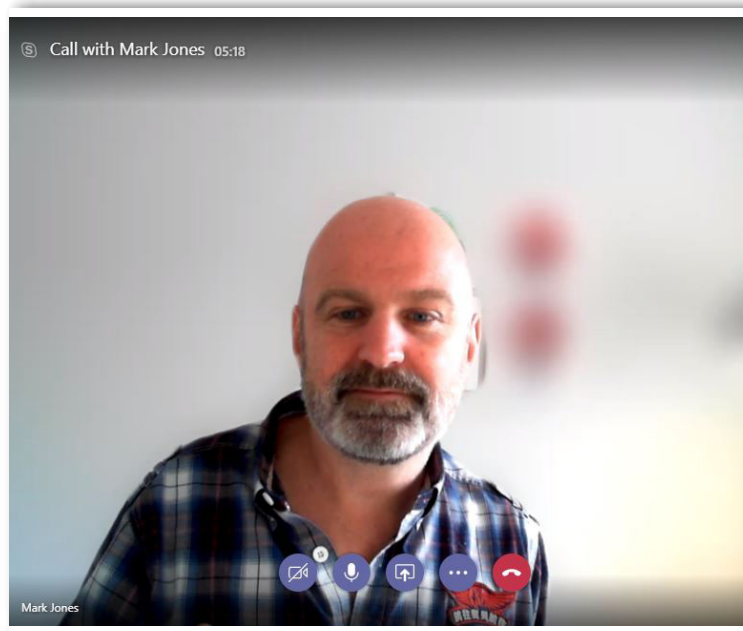
# Background Blur

## Tip 18. Something to hide?... Use Background Blur

If you've got something you don't want sharing in the background, then it's pretty easy to blur it out in a Teams video call/meeting.

This is a handy functionality if you work in a busy office, have confidential information on your walls, or, like more and more people do in the modern age, you work from home and have the risk of family life crossing over to work life in the background of your video calls.

To activate Background Blur during meetings, just click on the more actions '**...**' **three dots** on the call menu and select '**Blur My Background**'.



You may need to log out and log back in for the functionality to be enabled. However, it is only compatible with specific PC specs at the moment, so if it is not available in the menu, then you may not be able to use the functionality.

**TIP:** If your device supports it, click CTRL+Shift+P when you're on the call to toggle the blur.

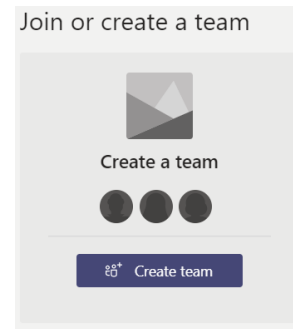
# Teams Templates

## Tip 19. Use Existing Team as a Template

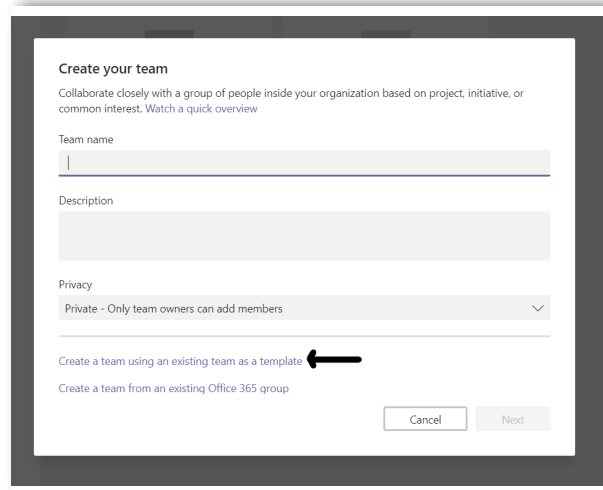
So while there is not the concept of a Template for your teams as such, there is some great functionality for using existing teams as your template for creating a new team.

Within Microsoft Teams and on the 'Teams' list, at the bottom select 'Join or create a team'. Here you will have the option to create or join a team.

Choose the 'Create Team' Option.



Then in the window that pops up, do not enter a Team name and description, instead select the 'Create a team using an existing team as a template' option.



You will then be able to choose from a list of your existing Teams, and will be guided through the process where you are asked for the team name, description and which aspects of the originating team you would like to copy over.

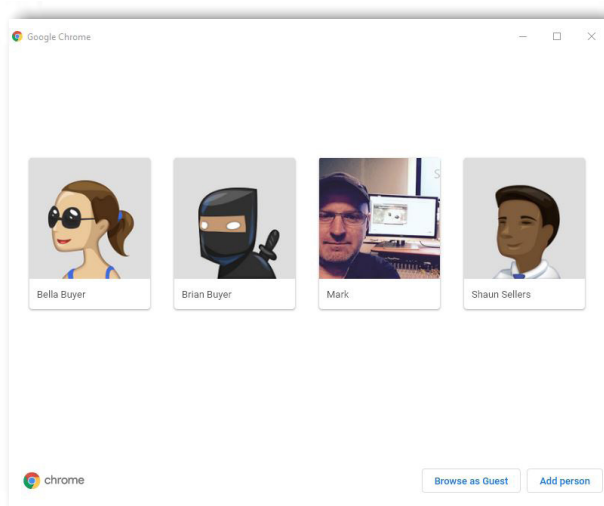
For the Larger Organisations or for the initial rollout and adoptions of Teams, it may be worth creating a team that is solely used as the template, possibly called 'Template Teams'. This will help your users get started, as well as maintain a standard approach for your Channels and Tabs within each team.

# 20. Got Two Accounts?... Use Chrome Profiles

## Tip 20. Manage more than one Teams login account

There are many reasons for needing to log into Teams with two different accounts. Unfortunately, Teams doesn't make account switching easy. If you have to manage more than one login account for Teams, then it's a challenge as you can only be logged into one account at a time.

There are a few options here. You can either use multiple (different) browsers, or you can create another user within Chrome. Once set up, you can easily switch between the two instances. The best part is that everything is separate including logging on to other Office 365 services.



Don't have Chrome?

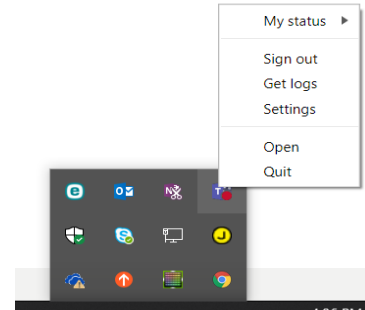
- Join the other team as a guest using your ID.
- Login to the Teams desktop with one account and the browser version of Teams with the other.



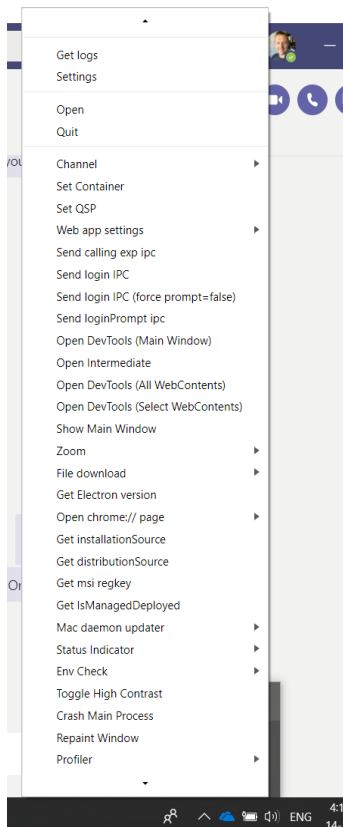
# Secret Dev Menu

## Tip 21. Secret Teams Developer Menu from the System Tray

That's right - there is a secret Developer menu you can access via the Teams icon in the system tray. If you go into the system tray and right click the Teams icon, you usually get the standard menu that can take you to your status, settings, or open or quit the Teams window.



# Secret Dev Menu



However, there is a menu that can be accessed from here that has all sorts of goodies on it for the Developers amongst you. Now don't laugh when I tell you the secret handshake, I promise it works. All you have to do is **double click** the icon, then **right click** all in quick succession. If it doesn't work the first time, keep trying as often takes 2 or 3 goes.

This Menu gives you access to various tools to help with your work with Teams. However the most useful are the '**Open DevTools**' options which allow you to debug like you are in a browser.

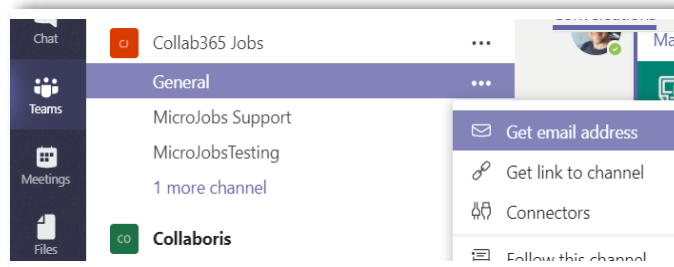
# Send Email to a Channel

## Tip 22. Send or Forward an Email into a Teams Channel

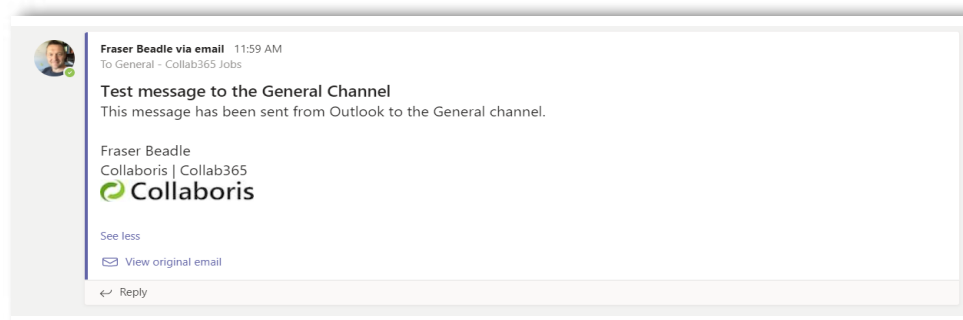
Now it might sound a little odd that the new way we all talk can get a message from the old way we all used to talk. However, emails are still widely used, and this flexibility with Teams provides some great uses, in particular when dealing with larger teams.

This is a great way to get an announcement, news or information in front of your team quickly. You may send the message to their email addresses as well, however as people are moving increasingly towards managing their day-to-day work and communications within Teams, sending a message in this way is likely to get the highest (and probably fastest) read rate.

All you need to do is click the three dots '...' against the channel and select 'Get email address'. You can then copy the address and use it in your emails as you would any other.



When a message is sent to the channel, it will appear as a conversation in that Channel.



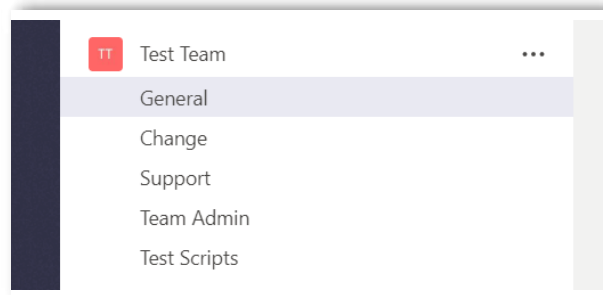
# Order Your Channels

## Tip 23. How to change the display order of your Channels.

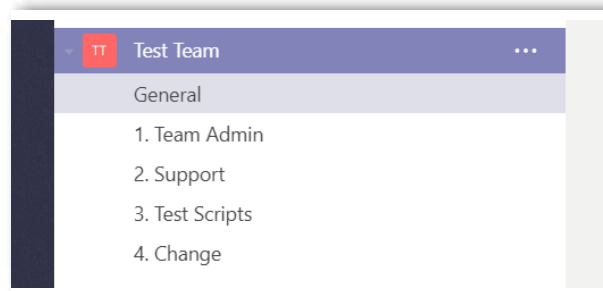
So you have a Team with a number of Channels and realise one day, maybe for efficiency of use or Logical layout, that you would like to change the order of your channels.

Well, you cannot as such change or fix the order of your channels, and the General Channel is always fixed at the top no matter what. However, it is worth noting that the channels display order is alphabetical or to be more accurate alphanumerical order.

So if you have the following set of channels you want to re-order, you could give them different names to get a better order:



Or, an easier option would be to give numbers to your channel names:



There you have it, your teams nicely ordered how you want them.

**Note:** There is however one thing to be aware of renaming the channel retrospectively in this way **does not** rename the SharePoint folder.

# Planner in Teams

## Tip 24. Get Planner Notifications in your Teams Team

The Planner App for Teams is being updated to add notifications. At time of writing (Jan 2019), this was just being rolled out.

### What does this mean?

Team members of a team with a Planner tab will receive a Teams notification when a Planner task is assigned to them by another person. This provides a fantastic way to manage and assign tasks with your team, all within the Teams workspace.

The Teams notification appears in the Teams Activity Feed and in Chat. It contains the task title, who assigned you the task, the plan the task belongs to, and a link to open the task details in Teams. You can see a record of past Teams notifications in the chat conversation with Planner.

A Planner bot will be added to teams which have Planner installed, and audit logs will show the bot as being added by 'Microsoft Teams Services' on behalf of the team owner. The only purpose of the bot is to send a notification to a specific user when a task is assigned to them by another person. Users can't interact with this bot in any other way.

The alerts and functionality can be enabled or disabled both at the individual level and at the admin level.

# Useful Links

## Tip 25. Some Useful Links

That's it for the Teams tips: however I just wanted to add some other useful resources that might just help you with your quest to learn more about Teams:

- A great live show on the community on [Microsoft Teams](#)
- Microsofts interactive teams demo – <https://teamsdemo.office.com/>
- Collab365 MicroJobs has some great Microsoft Teams Freelancers and MicroJobs for you to get training or wider help on your utilization of Microsoft team, take a look - [Collab365 MicroJobs](#)
- Combined Knowledge offer some fantastic courses, take a look. Here is one on [Groups and Teams](#)
- Microsoft's Support site has some great resources including the really useful [Microsoft Teams FAQs](#)

That's all the tips folks, I hope you found them useful.

# Get some Microsoft Teams help

## Need help with Microsoft Teams?

We really hope this E-book has been a useful guide to help you get the most out of Microsoft Teams. However, as with everything, you may need some help from time to time. Maybe a 30-60 minute call to discuss some of these Tips would be useful? Or, maybe you need help with Rolling out Teams in your organization and getting your team trained up.

On Collab365 MicroJobs we have many Microsoft Teams skilled freelancers that can help you:

1. Take a look at the fixed priced Teams MicroJobs here - [Microsoft Teams Category](#)
2. Or, post a Project Request for our Freelancers to provide you with a proposal and quote for your specific need [HERE](#).

## Why use MicroJobs to hire Microsoft Freelancers?

At Collab365, we believe the way we work is changing dramatically. We documented our thoughts in our Free to download Ebook - '[Future of Work and what will it mean for your job?](#)'

## How does MicroJobs work and what about payment?

Paying for online services with people that you don't know can be worrying for both parties. The buyer often doesn't want to pay until they're happy that the Freelancer has completed the work. Likewise the Freelancer wants to be sure they will be recompensed for their time and commitment. Collab365 MicroJobs helps both the buyer and the Freelancer in these ways:

1. The buyer pays up front and the money is securely held in the MicroJobs Stripe Connect platform account.
2. The Freelancer can then begin the work in the knowledge that the payment has been made.
3. Once the buyer is happy that the work is complete and to their satisfaction, the funds become available to the Freelancer.
4. There's even a dispute management function in case of a disagreement. But it shouldn't happen. As long as the deliverables are agreed up front and both parties keep talking the entire way through, you won't be disappointed.

Find out more on how MicroJobs works [on this page](#).