# Tips and Tricks for Microsoft Teams

Mute and Unmute with the spacebar

Did you know you can use your spacebar to mute and unmute your microphone while in a Teams meeting? You can!

While in a Teams meeting, hover over and left-click once to mute or un-mute your microphone. Once this is done the first time, you can subsequently use your spacebar to toggle your mute button on and off. Very handy for remaining the conscientious Team attendee:
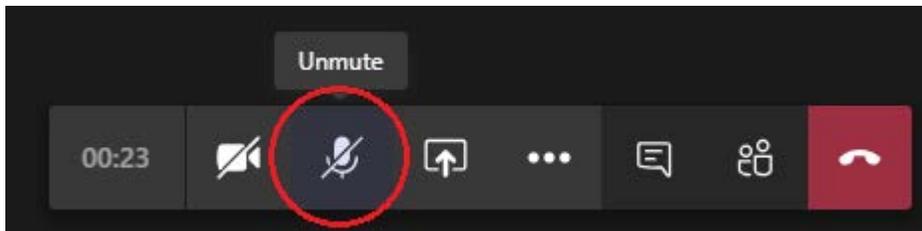

Rich Text Editing

Never accidentally press "Send" again while creating a message. Add a title, mark the message as important, and add other rich text options such as bullet points, highlighting etc.

When you are going to type a new message in the chat box, click on the first (A) icon on the lower left of the "Type a new message" box.
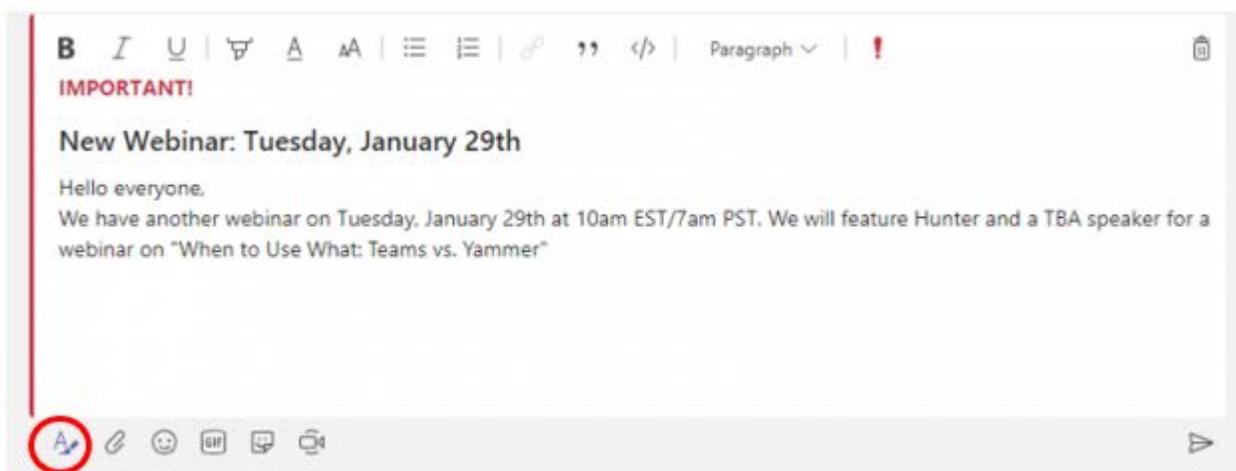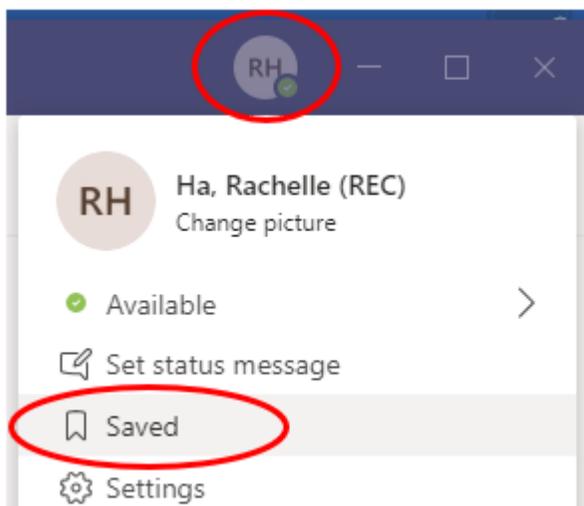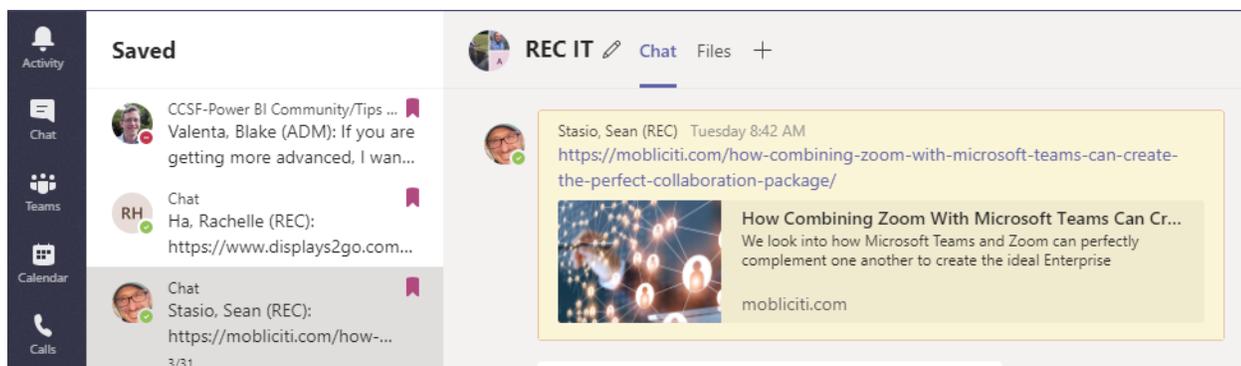
Bookmark

When you receive an important message, you can bookmark it and go back to it at a later time. To save the message, on the upper right corner of the message, hover and select "Save this message".
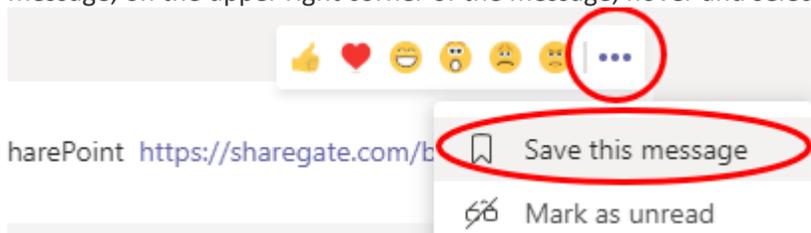
To access your saved items, click on your profile icon on the upper right-hand corner, and select "Saved"

Your saved items will show up on the left column. Select the saved bookmark that you want to go back to, and it will bring you back to that chat/channel and the saved message highlights for a moment.

To unsave a bookmark, click on bookmark icon.

Use Keyboard Shortcuts

Here are a few of the basics you need to know:
- Go to Search (move straight to the search bar): Ctrl + E
- Turn your camera off Ctrl+Shift+O
- Mute yourself: Ctrl+Shift+M
- Background blur: Ctrl+Shift+P
- Zoom: Ctrl+= to zoom in or Ctrl+- to zoom out
- Go to your files: Ctrl+6

To get a complete list of all your keyboard shortcuts, enter /Keys into the search menu at the top of Microsoft Teams. Alternatively, you can find the full list of Teams commands by pressing the "Alt" key together with the "/" key on your keyboard. Or, if you're on a Mac the "Option" key and "/" key.

Quick Video Sync or Call

Ever wanted to stop the constant back and forth over email and quickly talk through projects with a coworker? With Microsoft Teams, you can now have a quick video chat or call to easily sync and get the information faster, especially if something needs to be explained. With this option you can talk to your colleagues immediately and save valuable time.

All you have to do is open up the chat with the person you'd like to video or call, then click on the video or call icons in the top right-hand corner.

Navigation Buttons (<>)

Available on the top left, these are like browsing buttons (back and forward) like on a browser. For instance, if you are on a Teams Channel and want to go back to a chat conversation, you can use the navigation buttons to move back and forth.
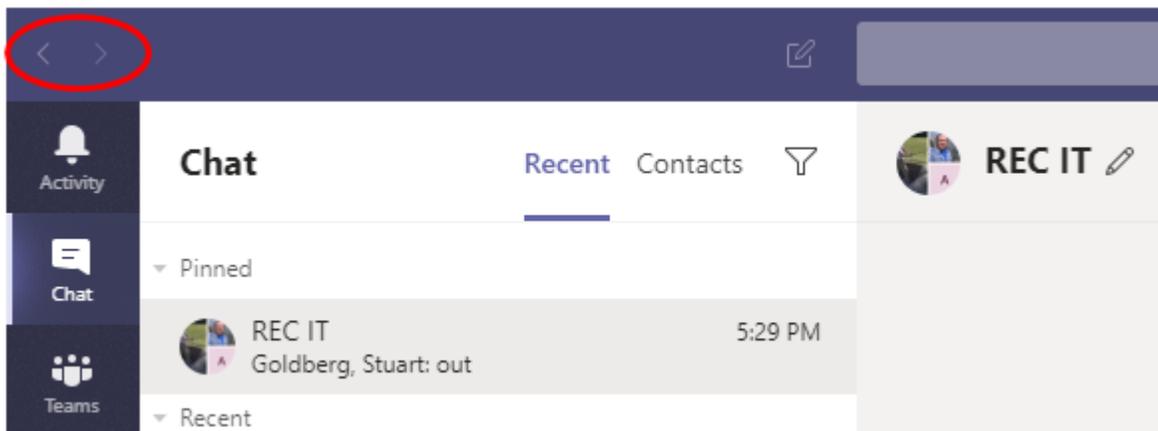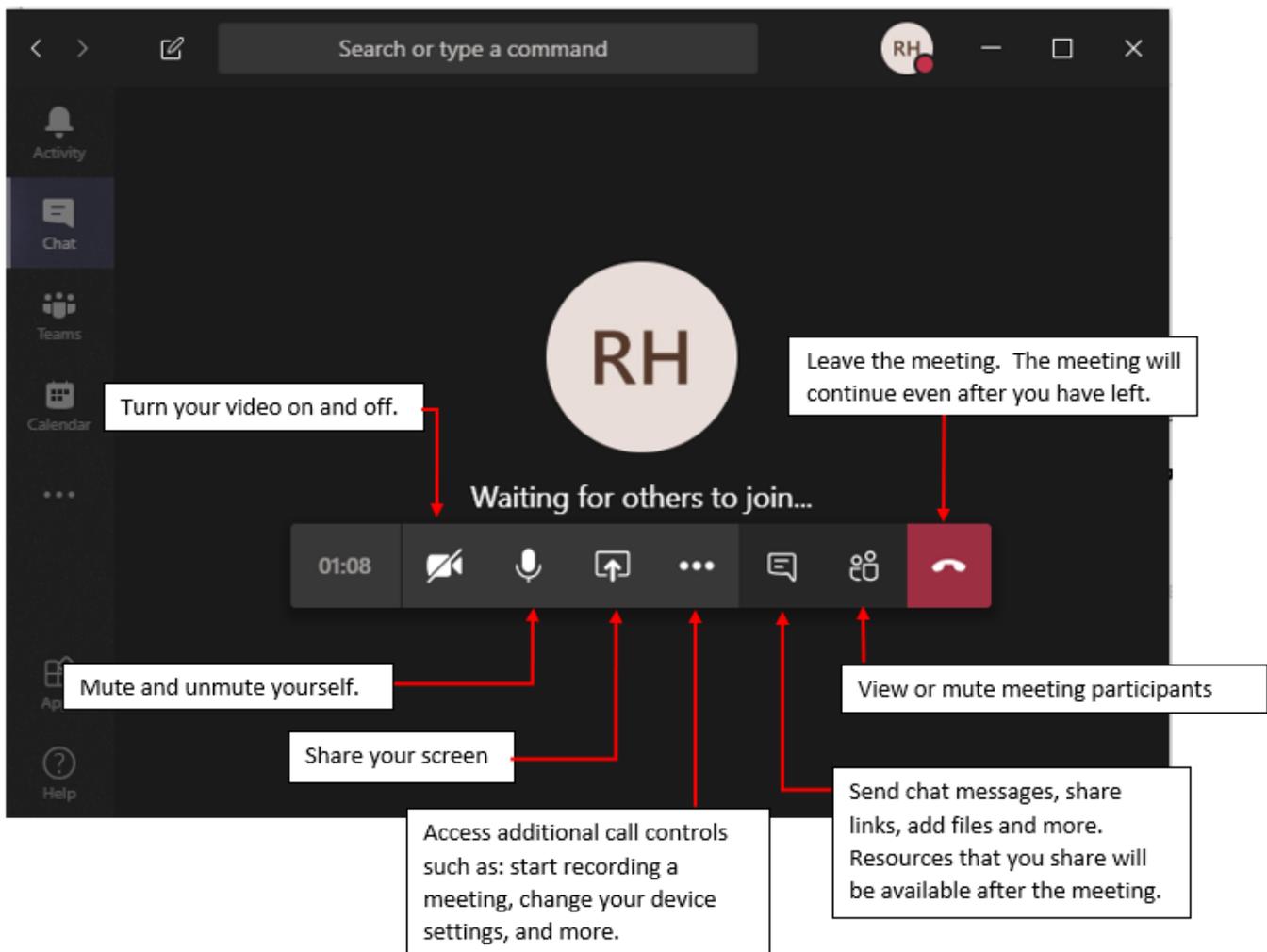
Delete Chat Messages

Accidentally put in something in the chat? No worries, hover over the message you would like to delete, click on ellipses (…) and select "Delete"
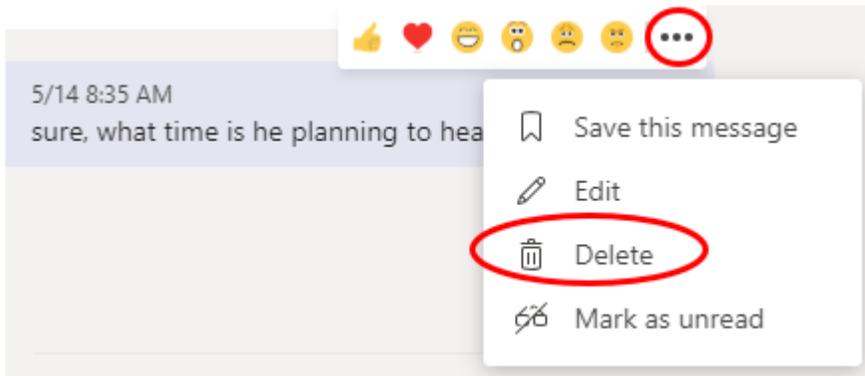
Meeting controls

@mentions

To get someone's attention in a channel conversation or a chat, @mention them. Just type **@** before their name and then select them from the list of suggestions that appear.


They receive a notification, which they can click to go directly into the point in the conversation where they were mentioned.

Filter activity with mentions

If you have multiple projects, chats and/or channels going on, it can be hard to keep track of messages with your mentions. To avoid missing out on important messages, you can filter conversations using mentions.

Go to Activity and tap on the funnel icon on the right.
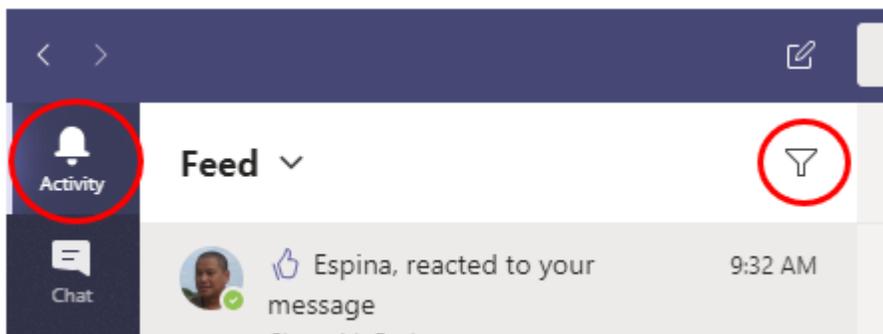
Hit the ellipsis (…) and select @ mentions. You now should see the relevant content (that has mentions of you) in the Activity section.
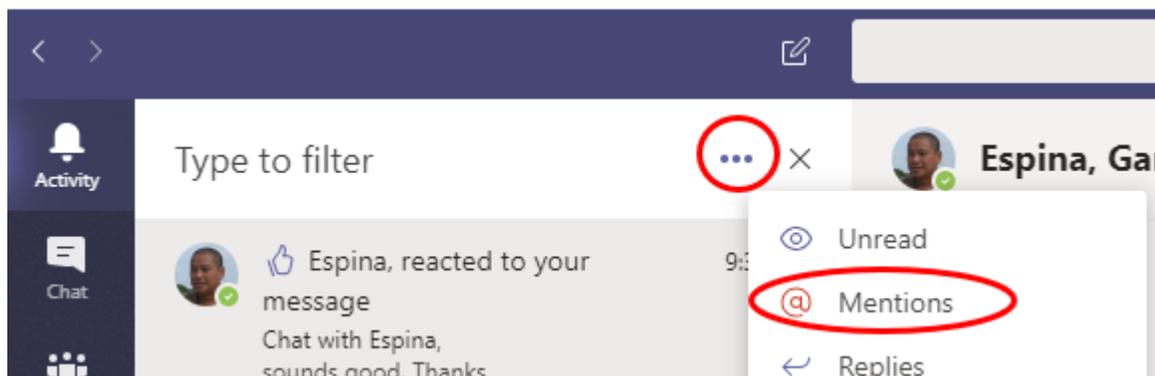
Update your status in Teams

Teams automatically sets your status in some cases, like when you are on a call or in a meeting. To explicitly set it yourself, go to your profile at the upper right corner and select one from the list.
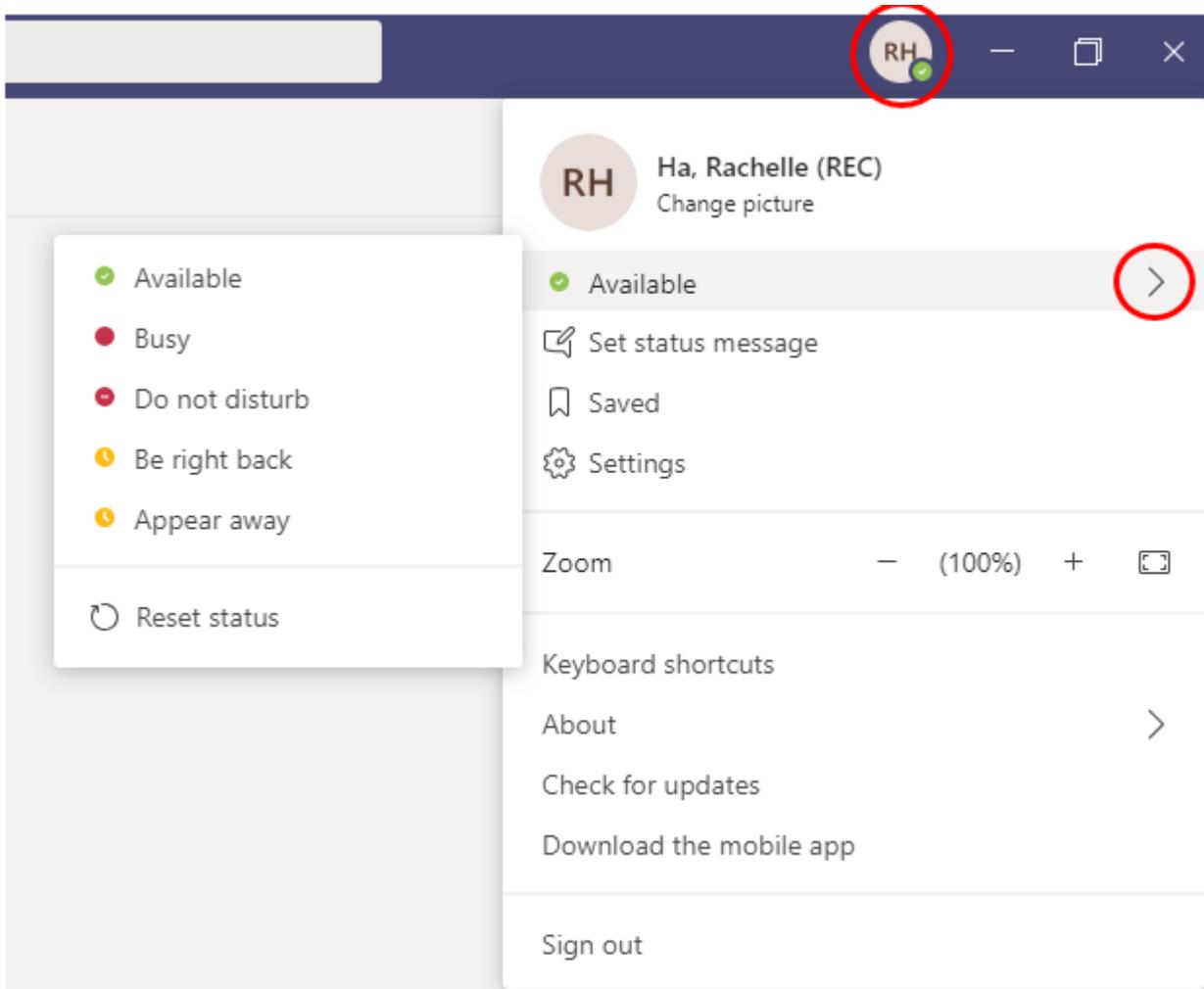

You can also update your status from the command box. Type **/away**, **/busy**, **/dnd**, **/brb**, or **/available** to set your status as *Away*, *Busy*, *Do not disturb*, *Be right back*, or *Available*.

FYI—*Offline* is when you're not signed into Teams. It's not a status in Teams that you set, but it is a presence status (⊗) that you might see in a chat or channel conversation.

Raise your hand in a meeting

Have a question or comment and don't want to interrupt the person speaking? Let people know you have something to say with the *new* raise hand feature. During a meeting, click on the hand icon on the control bar.
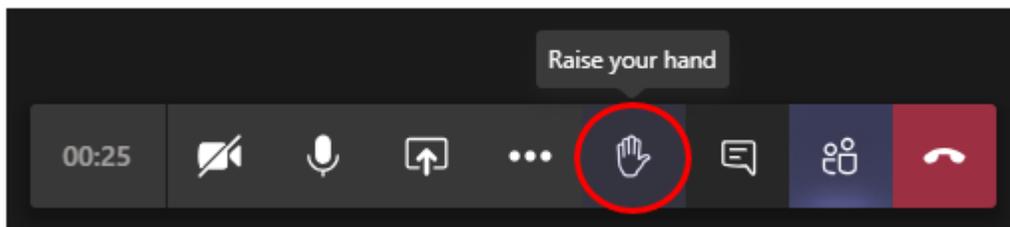
You will see a notification on the meeting controls to let everyone in the meeting know that you would like to speak.
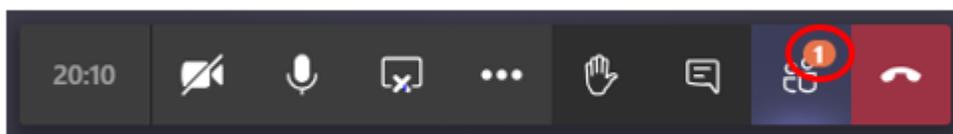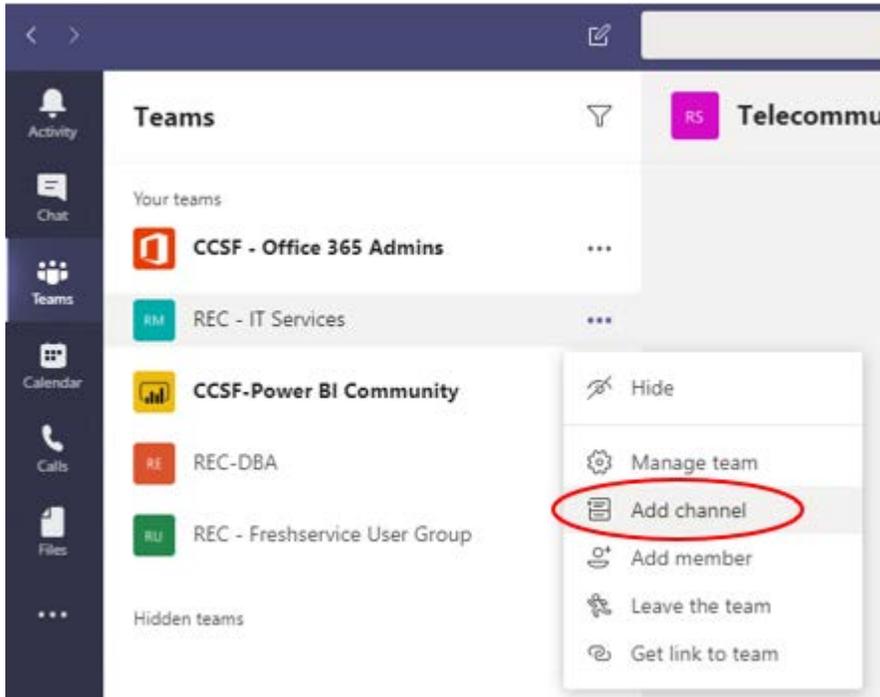

It will also place a hand icon on your video feed
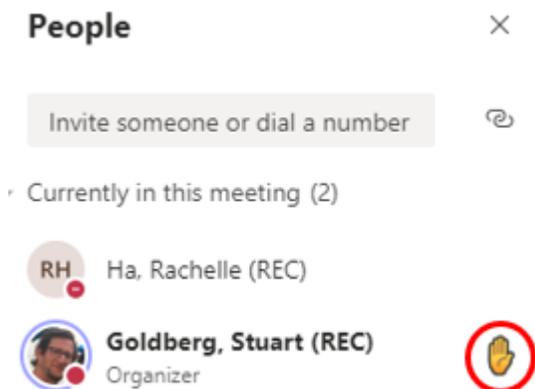
Private Channels in Teams

Have a specific project with a few of your colleagues? You might want to use a private channel to facilitate communication between a group of people assigned to a specific project (without having to create an additional team to manage).
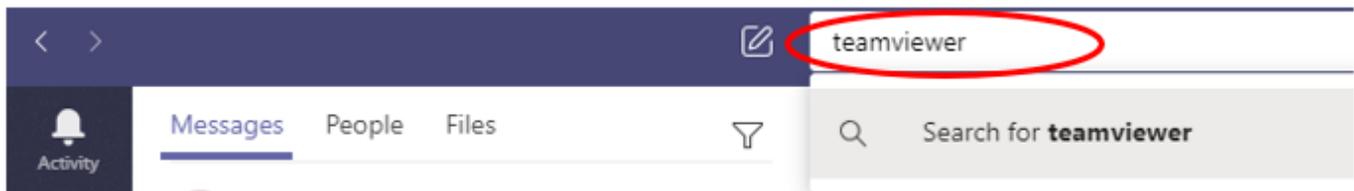
Create a new channel by clicking on "Add channel"

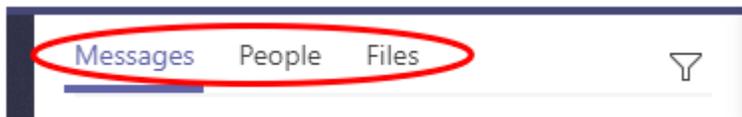Select Private from the Privacy dropdown menu
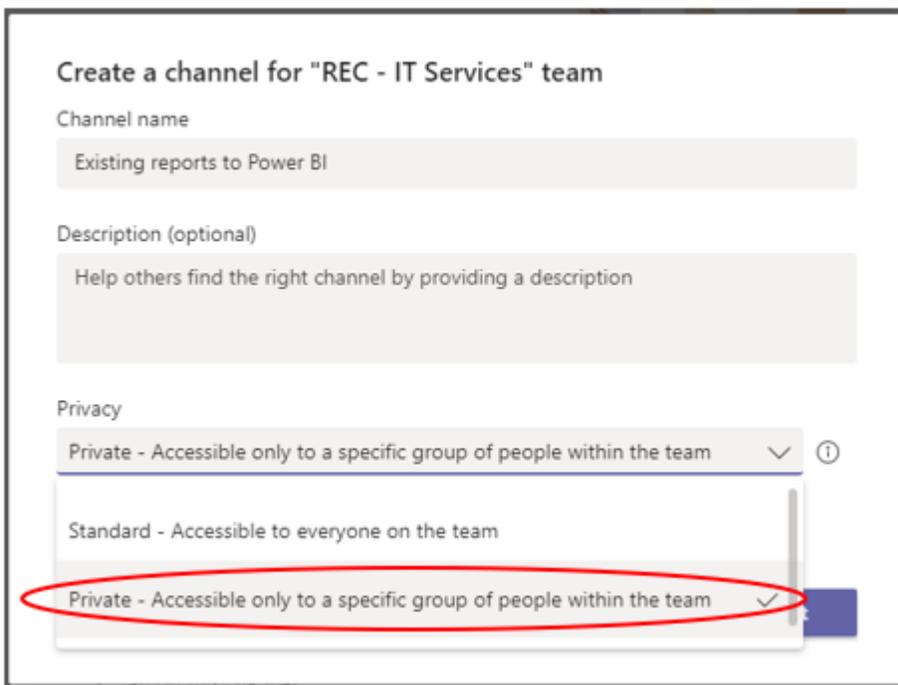
Searching for a specific word

In the search bar, type the word you want to search for.

The results connected to the word will appear to the left divided into three categories: Messages, People and Files

You can further filter on subject, date, team/channel, from, your @mentions and/or has attachments.
Click on the filter icon, then fill out what you would like to further filter by.
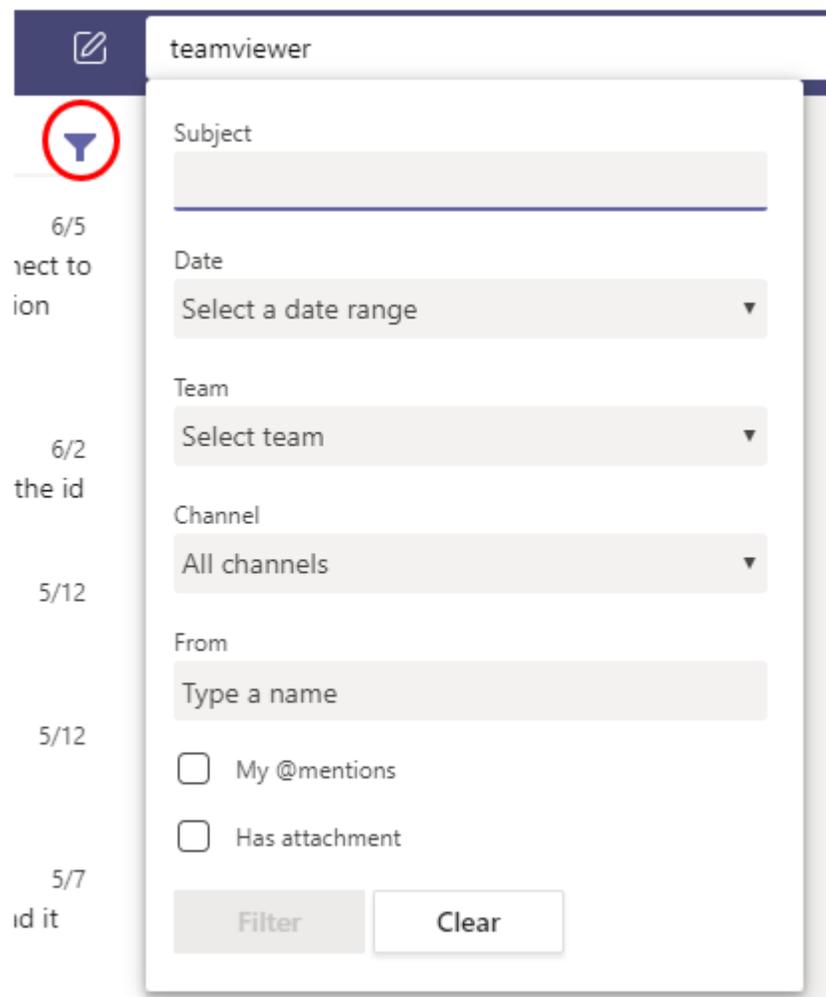
Refining search result with search operators

The search operators mentioned below are the same you can use in google or the Office 365 portal.

Note – when you search you will also search the content of the files.

Note 2 – searching in Microsoft Teams will only search in Microsoft Teams. So, files that are located in for example a communication site or your OneDrive will not appear in the search, if you have shared a file in a 1-2-1 chat it will appear though.

- **""** – putting your search term within quotation marks will search for an exact result

"zoom account"   ✕

- **OR** – this will search X OR Y, meaning you can search for more than one word if you aren't certain what you are looking for

zoom or account   ✕

- **AND** – this will search for X AND Y, meaning you can narrow your search if you know what you are looking for

zoom and account   ✕

- **-** – Use this to exclude a term or word

zoom -account   ✕

- **Filetype:** – result that contains a certain file type, e.g. xlsx

filetype: xlsx   ✕

- **()** – adding something inside a parenthesis will make it possible to nest the search operator, e.g searching for all Word files that contains the word inventory
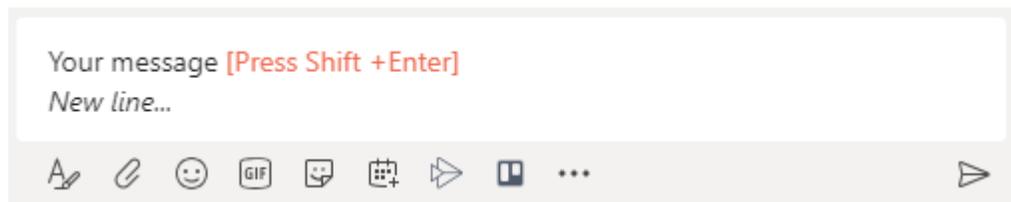
(filetype: xlsx) inventory   ✕

- ***** – adding a wildcard will search for a word that contains what you've searched for, e.g. zoo* gives training as a result as well

zoo*   ✕

# Press Shift + Enter to start a new line

When you want to start a new paragraph, press **Shift+Enter** to insert the line break.

Note: If you've clicked the "**A**" icon and opened-up all your formatting options, you can press **Enter** to start a new line of text.
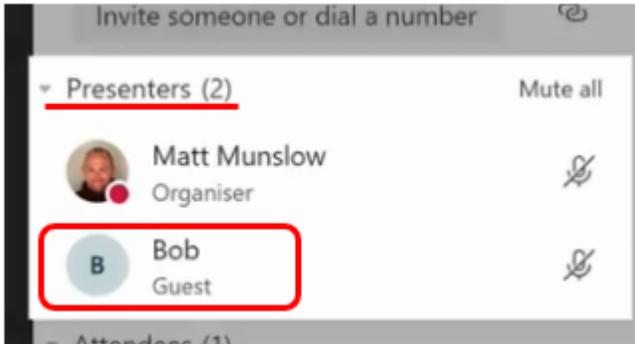
How to make a Guest a Presenter

Open up the participants pane, Hover over the ellipses (...) on the person's name that you would like to change as presenter. Select **Make a presenter**
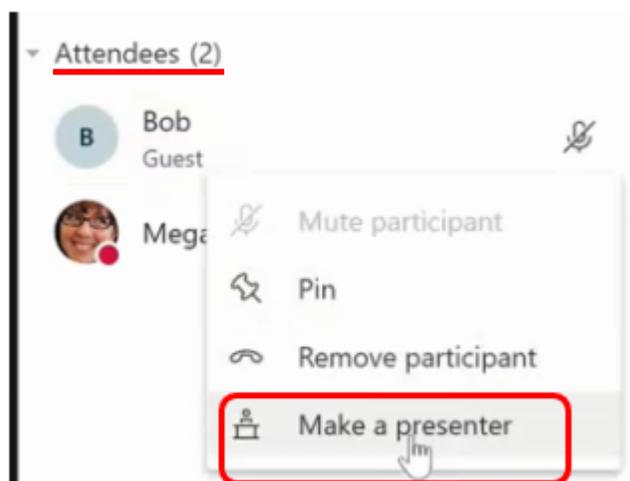
Click on **Change** to activate your guest as presenter.
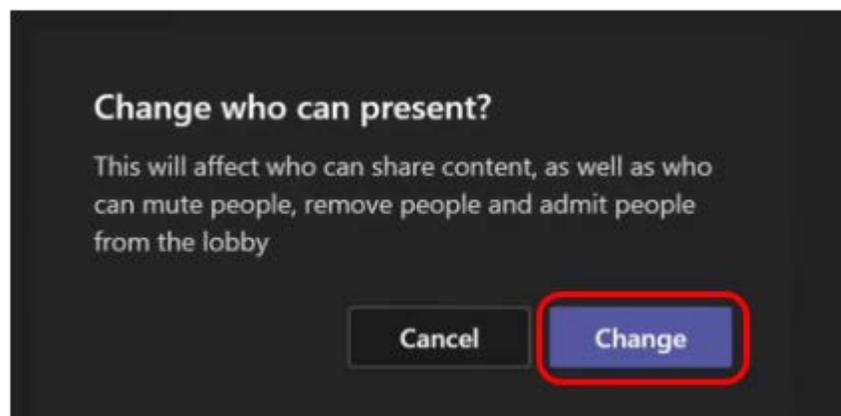
Once you have made the change, notice that Bob, the guest, in this case is now under the Presenters category

Now the Share button is available for Bob to share his screen.

Zoom in and out

Do you sometimes zoom in and out on your browser? 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.

(FYI – This trick works with many applications – All Microsoft office products, all browsers. It is usually not a feature in older applications)
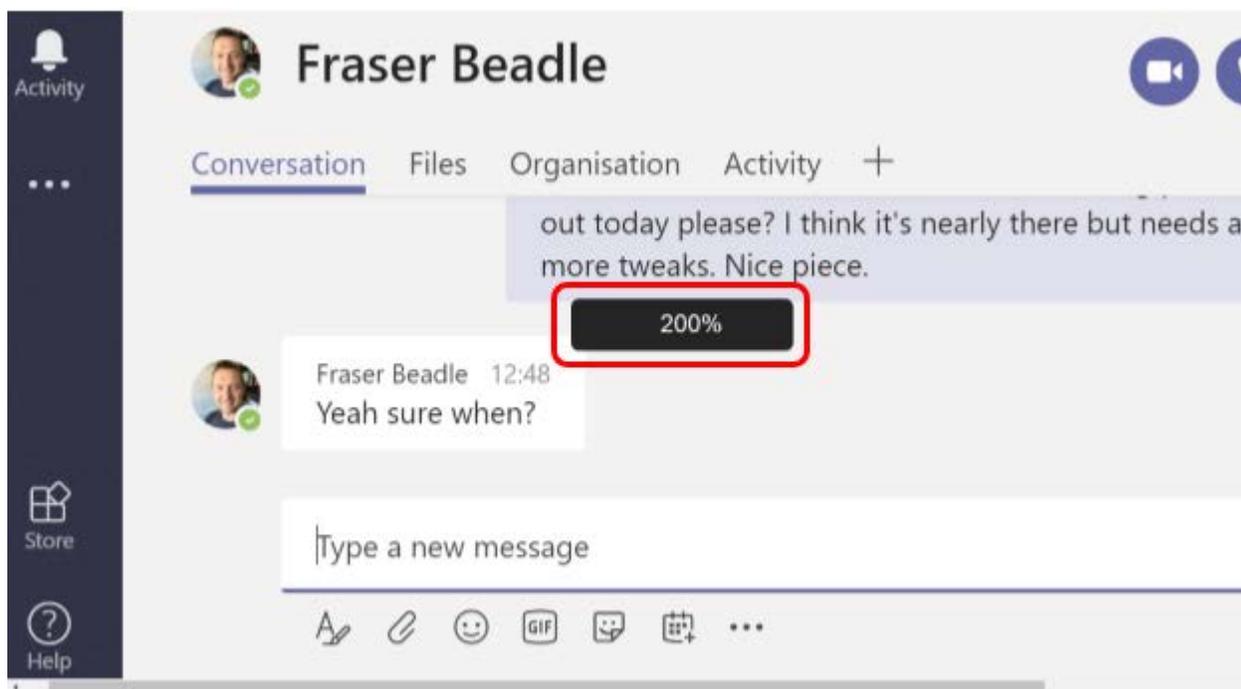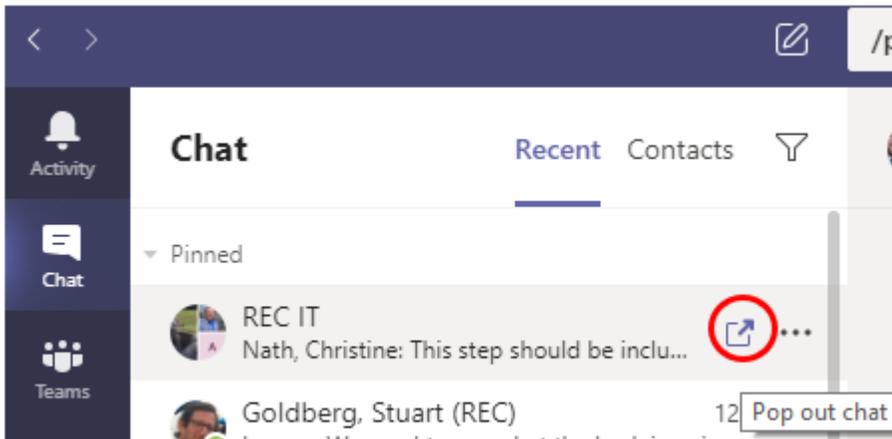
MS Teams Tip: Pop Out Chats

You can now pop out chat conversations into separate Windows.

Note: You can only pop out **1:1** and **group** chats. You are **not** able to pop out "meeting chats" that show up on your chat list.
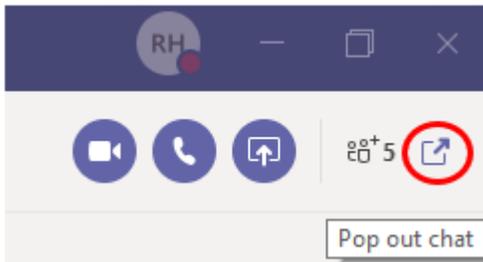
There are several ways to pop out a chat window:

- Double click on a chat conversation on your list

    OR
- Hover over a chat in the chat list and click the **Pop out chat** icon

    OR
- Click the **pop out chat** icon on the top right corner of the chat header

     OR
- Use the slash command (ie. /pop stuart….)