

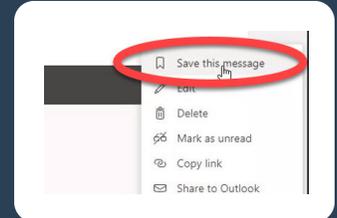
# 5

## TOP TEAMS TIPS

1

### Save posts or messages to refer to later

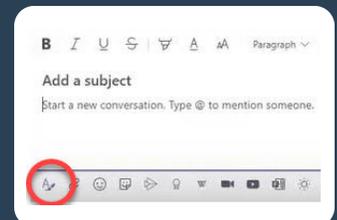
Click on the dots (...) at the top right-hand corner of your message and save it for later. Saved messages can be found by clicking on your avatar on the menu bar.



2

### Use the Format button to make your text pop

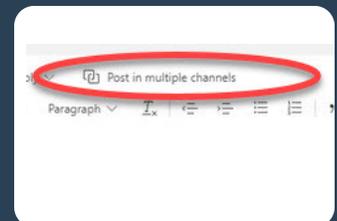
Click on the **Format** button when starting a new conversation. This will give you a range of options to make your text more interesting, add a heading, highlights and more.



3

### Post in multiple channels

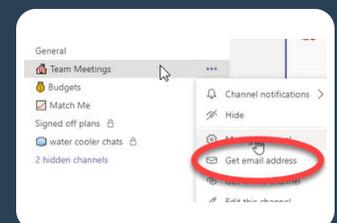
If you have a generic post you want to share with more than one channel, click the **Format** button and select **Post in multiple channels** (above your editing bar) to share it with all the channels it would apply to.



4

### Forward a mail from Outlook to a channel

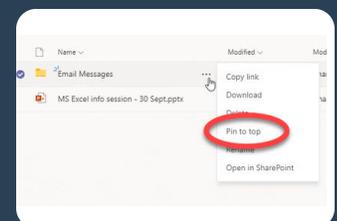
Select **Get email address** from the dropdown menu next to the main channel title to get the email address for your channel. Copy the address, then forward your email to that address to start collaborating within Teams.



5

### Pin important files in the Files tab

If you have an important file that you work on a lot, you can pin it to the top of your channel. Go to the file under the **Files** tab, click on the dots (...) then select **Pin to top**.



For more about Teams at UCT, visit

<http://icts.uct.ac.za/teams>