

MICROSOFT TEAMS

Advanced features

TOPICS

- Tags, what are they, and How to create one
- Translate
- Search, and more
- Keyboard shortcuts in Teams

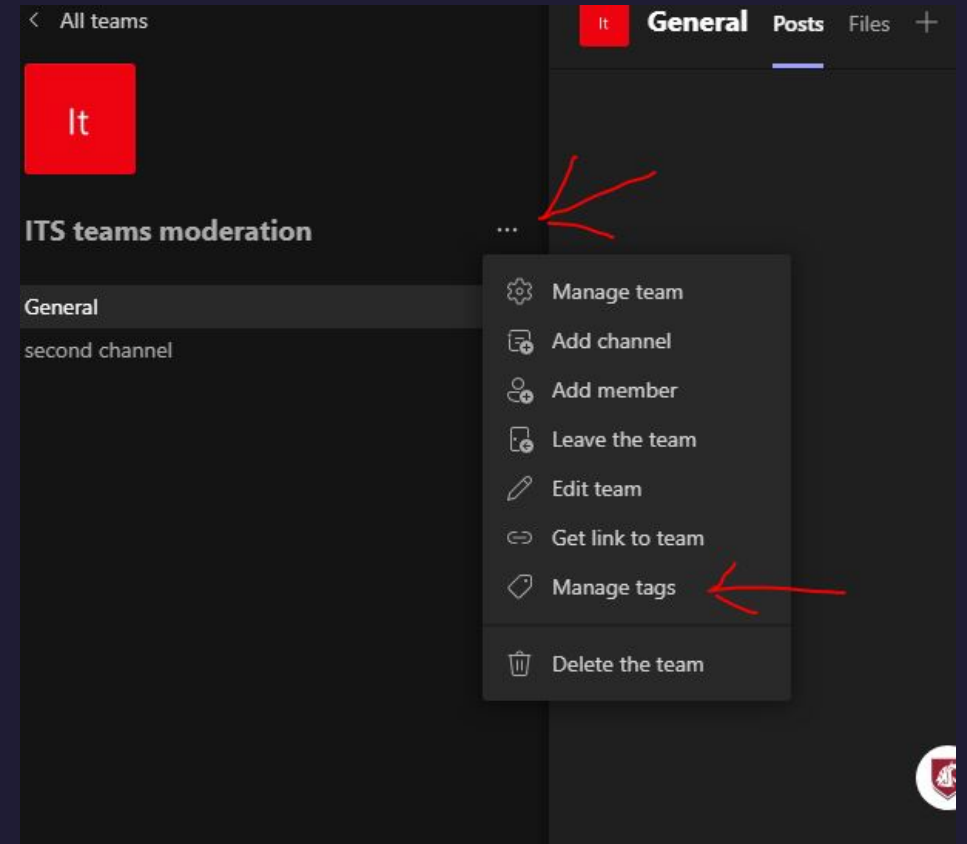
T A G S I N T E A M S

Tags are like the “@” mention

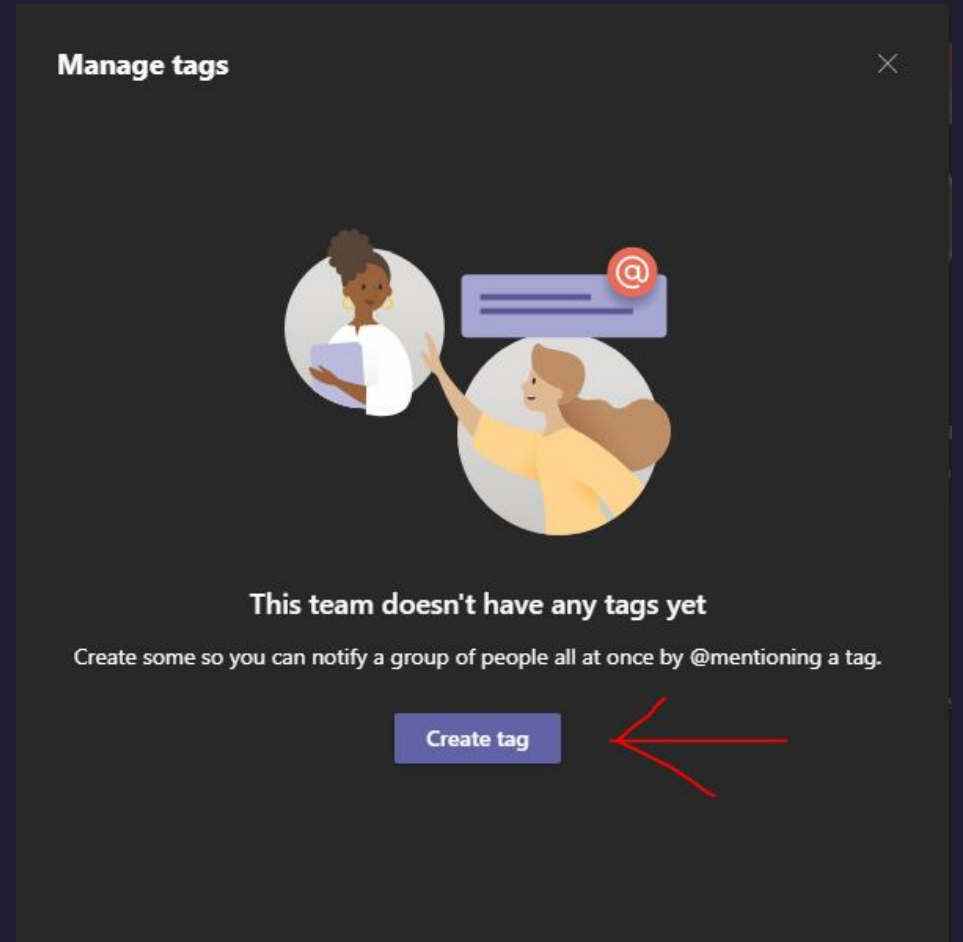
Tags are defined on each Team, and are specific to that Team

Tag notifications go to the Feeds notification area

CREATE A TAG



CREATE A TAG



CREATE A TAG

- In this step you will provide:
- the key word to use as a Tag
- The members of the Team that should be notified of the mention

Create a new tag ×

You can notify a group of people all at once by @mentioning tags.

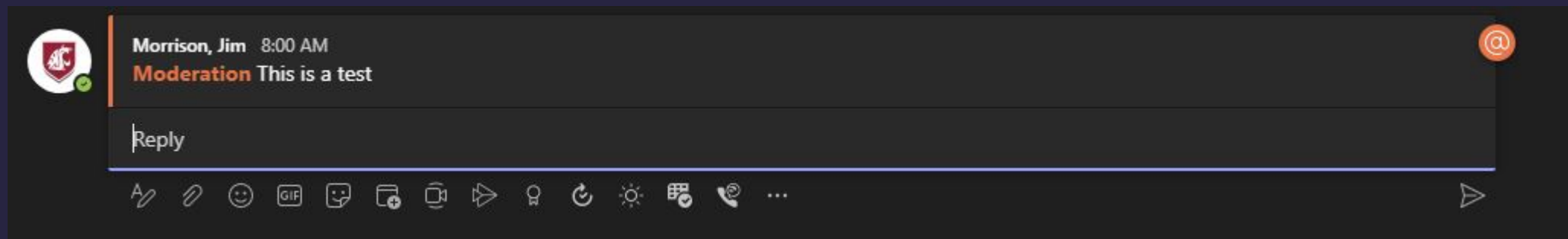
Tag name
Moderation

Add people
Morrison, Jim × |

< Back Create

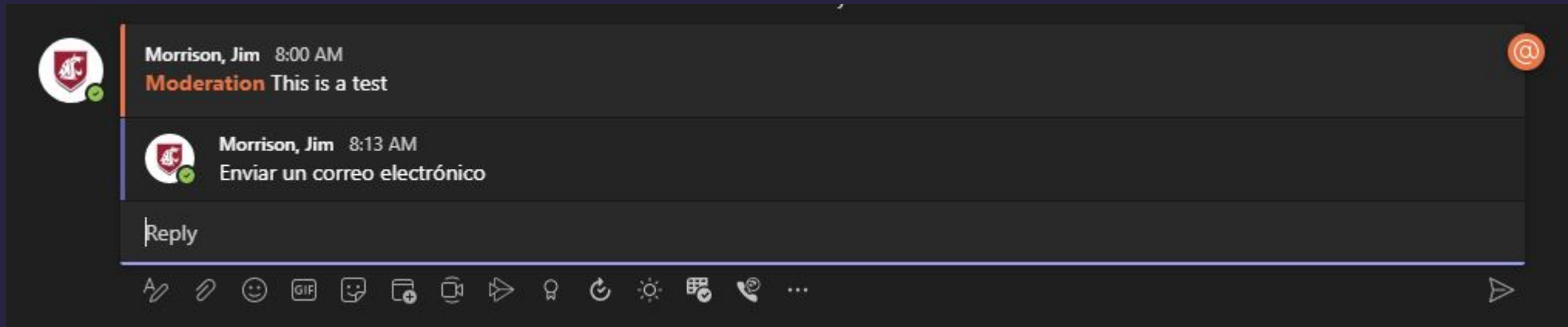
The screenshot shows a dark-themed dialog box titled 'Create a new tag' with a close button (X) in the top right. Below the title is a subtitle: 'You can notify a group of people all at once by @mentioning tags.' There are two input fields: 'Tag name' containing the text 'Moderation' and 'Add people' containing a list of people, currently showing 'Morrison, Jim' with a close button (X) and a vertical line. At the bottom left is a '< Back' button, and at the bottom right is a 'Create' button. Three red arrows are drawn on the image: one pointing to the 'Tag name' field, one pointing to the 'Add people' field, and one pointing to the 'Create' button.

USE A TAG

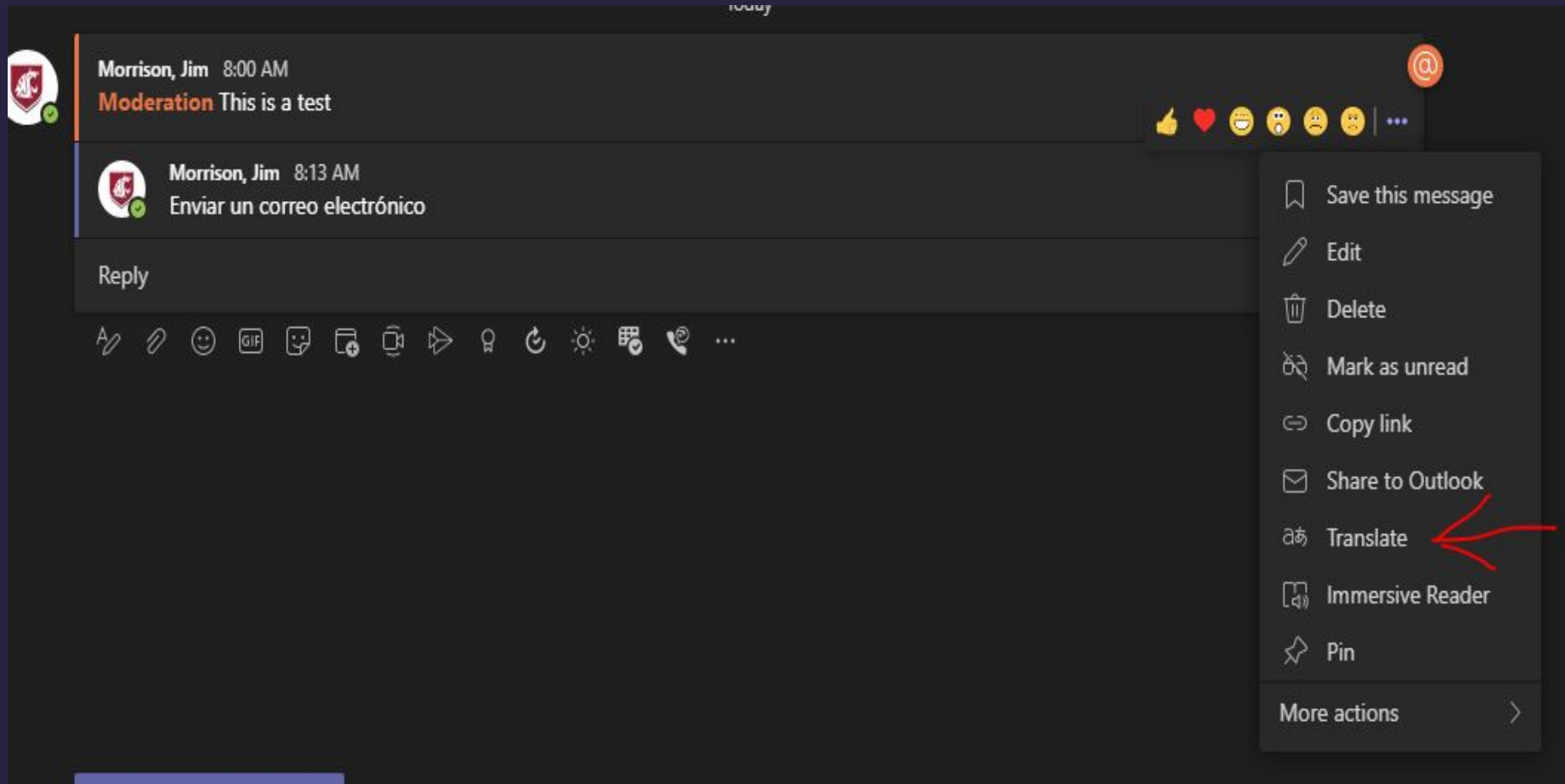


TRANSLATE

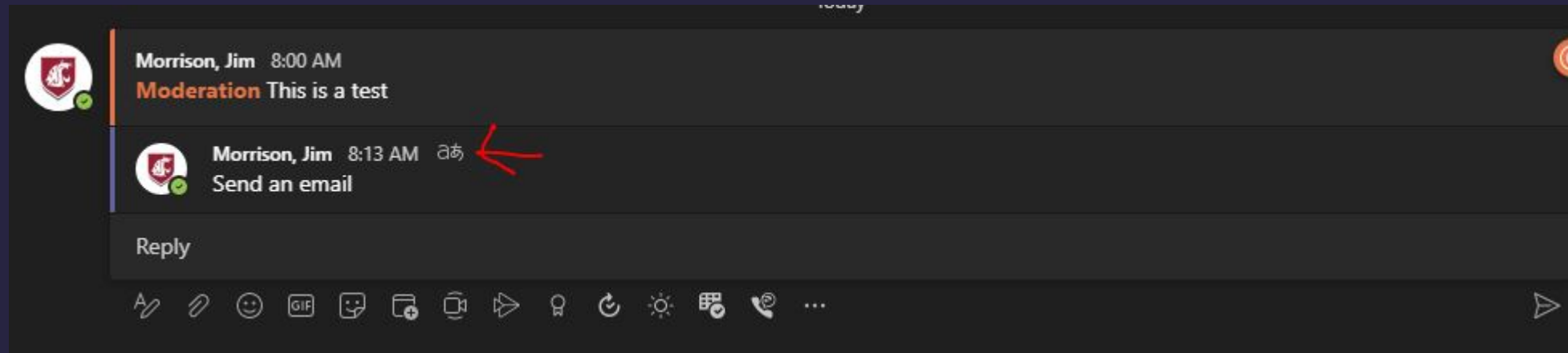
- Teams has the ability to allow people to communicate in their native language



TRANSLATION IS EASY!



AND THERE IS AN INDICATOR THAT THE
MESSAGE HAS BEEN TRANSLATED FOR YOU



SEARCH AND MORE!

K Q L I N S E A R C H

- For more advanced searches in messages, you can use the built-in Keyword Query Language (KQL). Below are the keywords that Teams supports. Note: there's no space between the colon and the search terms.
- "From:" Then enter the person's name
- "In:" Then enter the channel or group chat name
- "Subject:" The keyword from a message or a subject line
- "Sent:" The date the message was sent
- More information available : <https://docs.microsoft.com/en-us/sharepoint/dev/general-development/keyword-query-language-kql-syntax-reference>

COMMANDS FROM SEARCH

Available commands

Command	What it does
/available	Set your status to available.
/away	Set your status to away.
/brb	Set your status to be right back
/busy	Set your status to busy.
/call	Call a phone number or Teams contact.
<u>/dnd</u>	Set your status to do not disturb.
/files	See your recent files.
/find	Search the page
<u>/goto</u>	Go right to a team or channel.
/help	Get help with Teams.
/join	Join a team.
/keys	See keyboard shortcuts.
/mentions	See all <u>your</u> @mentions.
/offline	Set your status to appear offline
/pop	Pop out a chat into a new window
/saved	See your saved list
<u>/testcall</u>	Check your call quality.
/unread	See all your unread activity.
<u>/whatsnew</u>	See <u>what's</u> new in Teams.

KEYBOARD SHORTCUTS

- There are many keyboard shortcuts available in Teams.
- Shortcuts are available for both the desktop app and web versions (there are differences)
- <https://support.microsoft.com/en-us/office/keyboard-shortcuts-for-microsoft-teams-2e8e2a70-e8d8-4a19-949b-4c36dd5292d2>

EXAMPLE OF SHORTCUTS (GENERAL)

To do this	In the Desktop app, press	In the Web app, press
Show keyboard shortcuts	Ctrl+Period (.)	Ctrl+Period (.)
Go to Search	Ctrl+E	Ctrl+E
Show commands	Ctrl+Slash (/)	Ctrl+Slash (/)
Goto	Ctrl+G	Ctrl+Shift+G
Start a new chat	Ctrl+N	Left Alt+N
Open Settings	Ctrl+Comma (,)	Ctrl+Comma (,)
Open Help	F1	Ctrl+F1
Close	Esc	Esc
Zoom in	Ctrl+Equals sign (=)	No shortcut
Zoom out	Ctrl+Minus sign (-)	No shortcut
Open the History menu	Ctrl+Shift+H	No shortcut

ONE MORE RESOURCE!

- [30 Advanced Tips for Becoming a Microsoft Teams Power User](#)
- <https://betterhumans.pub/30-advanced-tips-for-becoming-a-microsoft-teams-power-user-d1e544444656>

Q & A

