

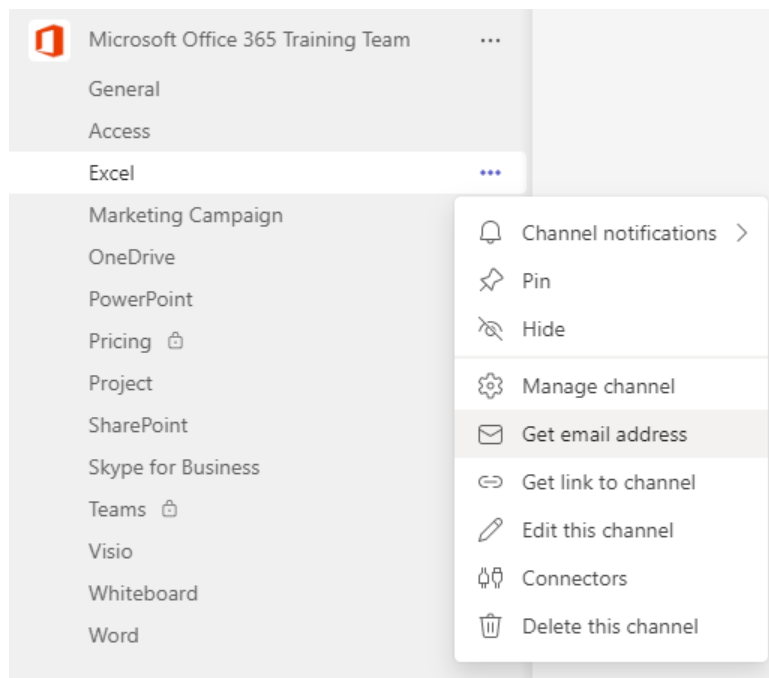
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## Launch Tip of the Month January 2022

Microsoft Teams is an amazing tool for bringing together people, tools and resources so that they can collaborate effectively. I'm eager to share with you some tips, tricks and best practices!

1. Did you receive an email with important information you want to share with your team? You can forward the email to a channel in your team! Simply click the ellipsis (...) next to the name of the team and select Get email address. Copy the address and use it in the To line of the email you are forwarding!



### Get email address

See [advanced settings](#) for more options.

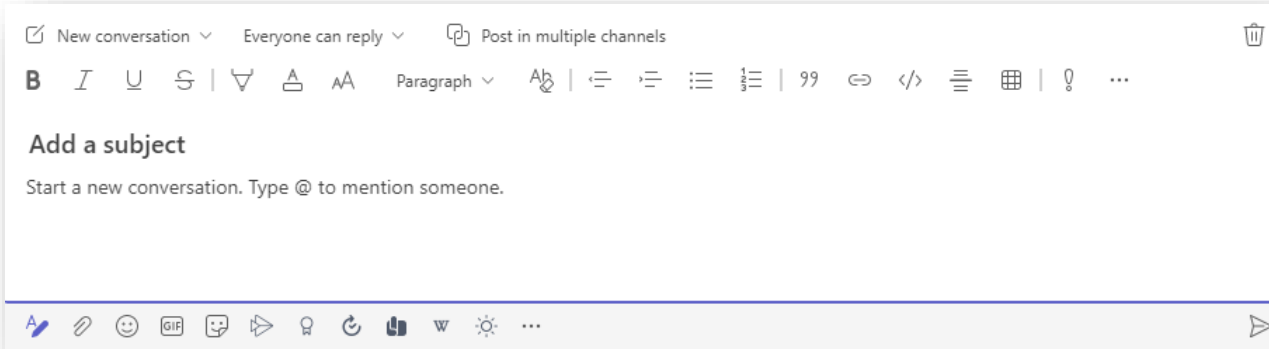
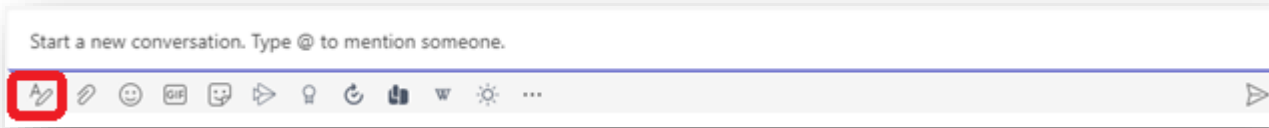
Excel - Microsoft Office 365 Training Team <5b210faa.launchtraining.com@amer.te>

[Remove email address](#)

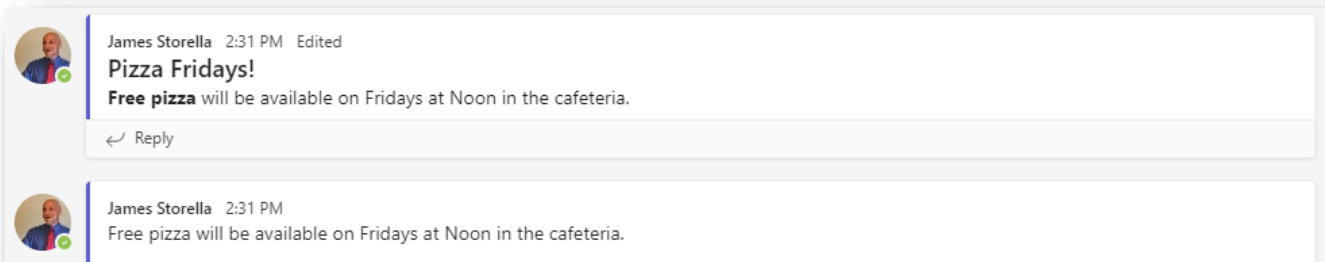
Close

Copy

- Put titles on your channel posts for searching purposes and to make them stand out and grab people's attention. If you click the Format icon a collection of tools appears as well as a spot to add a subject.



Which of these would be more likely to get your attention?



3. Instead of typing something to acknowledge that you have seen a post, consider liking it to save time.

A screenshot of a Microsoft Teams chat window. The chat shows three messages from James Storella. The first message is at 2:31 PM, titled 'Pizza Fridays!', and says 'Free pizza will be available on Fridays at Noon in the cafeteria.' It has a thumbs-up icon with the number '1' next to it. Below the message is a 'Reply' button. The second message is also at 2:31 PM and says 'Free pizza will be available on Fridays at Noon in the cafeteria.' The third message is at 2:34 PM and says 'Got it.', which is highlighted with a red rectangular box. Below the third message is another 'Reply' button.

4. When we upload or create documents in Teams, they are stored in SharePoint in a folder with the same name as the channel they were created in. These files can then be accessed from within Teams, SharePoint, OneDrive, and Internet Explorer!

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Want to learn more about Microsoft Teams? Launch offers a three-hour instructor-led class at your site or via the web to expose you to this powerful program.

This class is

**HOT!**

### **Featured Course: Getting Started with Microsoft Teams**

- Creating Teams and Channels
- Creating One-on-one and Group Chats
- Setting up Meetings and Understanding Meeting Features
- Uploading Files to the Team
- Adding Files, Websites, Notebooks and More as Tabs
- Adding Apps as Tabs
- Creating Wikis
- Working with the Command Box
- Changing your Availability
- Tips, Tricks and Best Practices

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