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Launch Tip of the Month April 2020

Microsoft Teams is a communication and collaboration tool that creates a chat-based workspace. It's easy to get the attention of your coworkers if you know how to @Mention them!

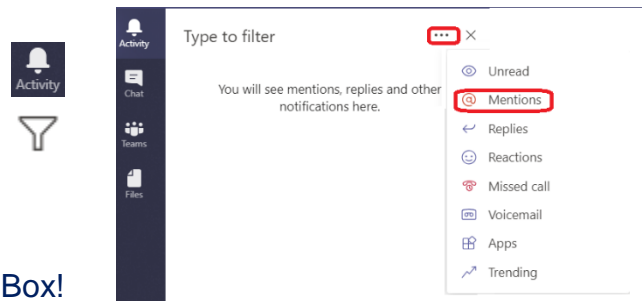
Type @[User Name] or @[User's Email Address] to get the attention of a single user. The user receives a notification that brings them to the point in the conversation where they were mentioned.

Type @team or @[Name of the Team] to message everyone on the team.

Type @channel or @[Name of the Channel] to notify everyone who has favorited that channel.

You can filter your Activity list to see @Mentions.

1. Click the Activity icon.
2. Click the Filter icon followed by the ellipsis.
3. Select @Mentions.



You can also send someone a message directly to a person by @Mentioning the person in the Command Box!

Want to learn more about Microsoft Teams? Launch offers a three-hour instructor-led class at your site or a 90 minute instructor-led webinar to expose you to this powerful program.

Featured Course: Getting Started with Microsoft Teams

- Creating Teams and Channels
- Creating One-on-one and Group Chats
- Working with Files
- Creating Wikis
- Working with the Command Box
- Changing your Availability
- Adding Apps as Tabs

Visit <https://www.launchtraining.com/outlines-1> to view all of our class outlines.