# Top Teams Tips

lily

Welcome to our Top Teams Tips guide, which will show you features of Microsoft Teams that you may find beneficial to **improve your efficiency and productivity** across your internal communications.

## Teams Search Bar

| | |
|---|---|
| /activity | See someone's activity |
| /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 someone |
| /chat | Send quick message to a person |
| /dnd | Set your status to do not disturb |
| /files | See your recent files |
| /find | Search the page |
| /goto | Go right to a team or channel |
| /help | Get help with Teams |
| /join | Join a team |
| /keys | See keyboard shortcuts |
| /mentions | See all your @mentions |
| /org | See someone's org chart |
| /pop | Pop out a chat into a new window |
| /saved | See your saved list |
| /testcall | Make a test call |
| /unread | See all your unread activity |
| /whatsnew | See what's new in Teams |
| /who | Ask Who a question about someone |

## Quick Commands

If you add a **/** to the search bar, you will see a whole host of commands you can easily use to activate your actions/find information as quickly as possible.

Also, if you add an **@** to the search bar, you can follow it by a name to see which contacts show up, as well as see which team groups they are a part of.

@Hannah

HA Hannah Atherley
(HANNAHA) Marketing Manager

Hannah Gardner
(HANNAHG) Head of Client Support

Andrew, Hannah, and Mick
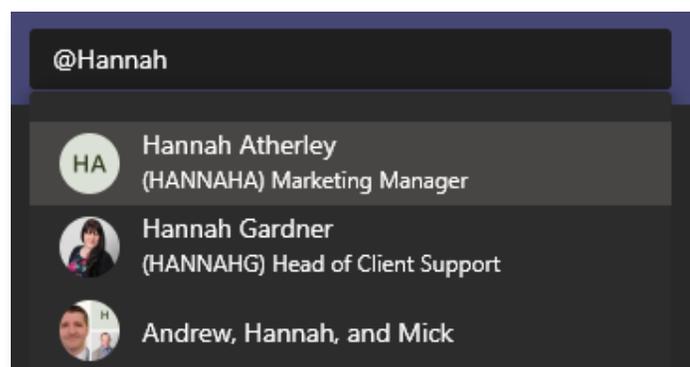
## Team Channels

You can add channels to team groups to segment them down. These channels allow you to **add specific members** from the main group into it, where it has it's **own chat and meeting rooms** that is separate from the main group.

**Main Team** →
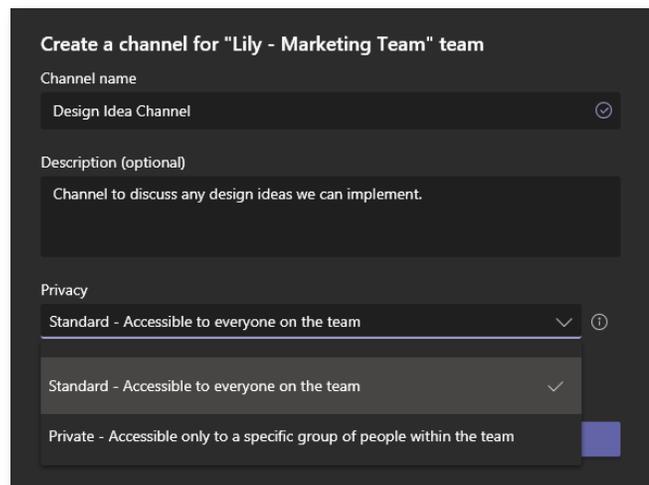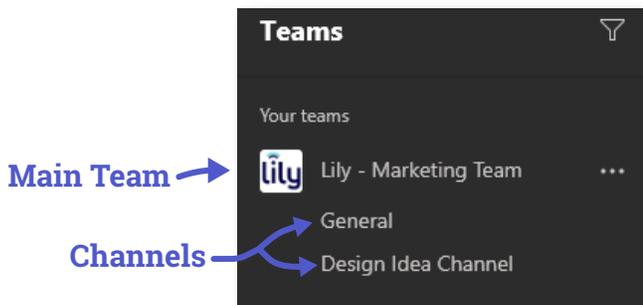
**Channels** →

When creating a new channel, you can give it a **description** to explain what the channel is for, and **set its privacy.**
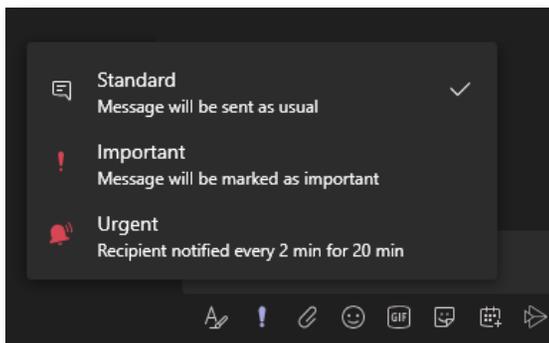
## Urgency Levels

By clicking the **!** button when messaging, you can set levels of urgency, similar to how you can when sending an email.

This is great if you need to get an answer quickly from one of your team members, you can even pin them to the message by adding an **@** before their name in the text.