

Using Microsoft Teams

Key Points

- Microsoft Teams is a collaboration platform for communication and teamwork, accessible via web, desktop, or mobile.
 - Basic usage includes creating teams and channels, chatting, scheduling meetings, and sharing files.
 - Advanced search features include global search with filters, quick navigation with the “/goto” command, and advanced querying with Keyword Query Language (KQL).
 - Other advanced features include integration with Microsoft 365 apps, guest access for external collaboration, robust security, AI-powered tools like Copilot, and customization options for premium users.
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Getting Started with Microsoft Teams

Microsoft Teams is designed for hybrid work, helping teams stay connected and organized. You can access it through the web at this website, or via desktop and mobile apps. To start, sign in with your Microsoft account, then create or join teams for specific projects or departments. Within teams, use channels to organize discussions by topic.

Basic Usage

- **Communication:** Chat with individuals or groups for quick messages, and schedule meetings for video or audio calls.
- **Collaboration:** Share and edit files in real-time using integrated Microsoft 365 apps like Word and Excel.
- **Organization:** Use activity feeds to catch up on unread messages and @mentions, keeping everything in one place.

Advanced Search and Features

Search Capabilities: - Use the search bar to find messages, people, or files, and filter results by type (e.g., Messages, Files). - The “/goto” command helps navigate to specific chats or channels quickly. - Press Ctrl+F (or cmd+F on macOS) to search within a chat or channel. - For advanced searches, use Keyword Query Language (KQL) with modifiers like `From:` or `Sent:` for precise results.

Other Advanced Features: - **Integrations:** Work seamlessly with Microsoft 365 apps, enhancing productivity. - **External Collaboration:** Invite guests to collaborate, with controlled access for security. - **Security and Compliance:** Enjoy encryption and compliance with standards like ISO 27001 and HIPAA. - **AI-Powered Tools:** Use Microsoft 365 Copilot for meeting summaries, drafting messages, and more,

available in chats and meetings. - **Premium Customization:** For premium users, customize Teams with company branding and advanced meeting protections.

Survey Note: Comprehensive Guide to Using Microsoft Teams

Microsoft Teams, launched in November 2016 as part of the Office 365 productivity suite, has grown to over 320 million monthly active users by April 2023, becoming a cornerstone for hybrid work environments. This section provides a detailed exploration of its usage, focusing on both basic functionalities and advanced features, particularly search capabilities and additional tools, as of February 27, 2025.

Overview and Basic Usage Microsoft Teams is a cloud-based collaboration platform offering core capabilities such as business messaging, calling, video meetings, and file sharing. It can be accessed via desktop, any internet-connected device, and the mobile app, competing with platforms like Cisco Webex and Slack. To get started, users need a Microsoft account or organizational access, and can sign in via the web at this website, desktop, or mobile apps.

Basic usage includes: - **Teams and Channels:** Create or join teams for projects or departments, with channels for topic-specific discussions. For example, a team for “Marketing” might have channels like “Campaigns” or “Events.” - **Communication:** Engage in one-on-one or group chats with persistent history, using features like text formatting, emojis, and priority flagging. Schedule and join meetings for real-time video and audio collaboration, syncing with Outlook calendars. - **File Sharing and Collaboration:** Share files directly in chats or channels, collaborating in real-time using integrated Microsoft 365 apps like Word, Excel, and PowerPoint, stored in OneDrive or SharePoint.

The platform’s design ensures all assets, data, and apps are centralized, reducing “app switching” time, which can save 15–25 minutes daily per employee, according to reports.

Advanced Search Features Search functionality is a critical advanced feature, enhancing productivity by reducing the need to manually navigate through conversations. As of recent updates, Microsoft Teams offers robust search capabilities:

- **Global Search:** Users can type a keyword, name, or phrase in the search bar at the top, with immediate results filtered by Messages, People, Files, Group Chats, Teams, and Channels. For instance, searching “project review” can surface both messages and files related to the term.
- **/goto Command:** Introduced in public preview, this feature allows quick navigation by typing / and selecting /goto, then choosing a chat or channel, streamlining access to specific conversations.
- **Ctrl+F Search:** Within a particular chat or channel, press Ctrl+F (cmd+F on macOS) to search for terms, with results displayed in “Find in chat,” ideal for locating specific messages without global search.

- **Keyword Query Language (KQL):** For advanced message searches, KQL supports modifiers like `From:` for sender, `In:` for channel/group chat, `Subject:` for keywords, and `Sent:` for date, with no space between the colon and term. For example, `From:John Sent:2025-02-01` finds messages from John on February 1, 2025.

These features are detailed in the official support documentation at this website, which includes tips like using wildcards (“serv*”) for prefix matches and quotation marks for exact phrases (“annual budget”).

Table: Search Features in Microsoft Teams

Feature	Description	Details/Steps	Notes/URLs
General Search	Search messages, people, files, and other info by typing in the search box at the top. Filter results for detail.	Type word/name, filter by Messages, Files, Group Chats, Teams and Channels.	-
GoTo Command	Fast way to navigate to specific chats or channels.	1. Type “/” in search box, select “/goto”. 2. Select chat/channel or type name and press Enter.	Available in public preview, may change. URL: https://support.microsoft.com/en-us/office/get-early-access-to-new-features-in-microsoft-teams-a6e311c77b36d
Ctrl+F Search	Search within current chat or channel.	1. Go to chat/channel. 2. Press Ctrl+F (cmd+F on macOS), type term, select Go arrow. Results in “Find in chat”.	-
Search for Messages	Search by keyword or person’s name, filter results.	1. Type in search box. 2. Select Messages, filter by Type (Chats/Channels), Teams/Channels, From, Date, More (@Mentions, attachments, hide app/bot messages).	Tip: Press Enter for detailed filtering.
Search for Files	Locate files by name/keyword, filter results.	1. Type in search box. 2. Select Files, filter by Team, File Type, Modified by, Date.	-
Search for Group Chats	Locate group chats by name/keyword, filter results.	1. Type in search box. 2. Select Group Chats, filter by Team, File Type, Modified by, Date.	-

Feature	Description	Details/Steps	Notes/URLs
Search for Teams and Channels	Go directly to team/channel by name.	1. Type team/channel name in search box. 2. Select Teams and Channels, choose result.	-
Viva Connections Search	Scope search to Viva Connections results.	Select search box in Viva Connections, option to “Search in Viva Connections” appears. Select result to navigate.	Available to Microsoft 365/Office 365 enterprise plan users.
Optimize Search - KQL Modifiers	Use Keyword Query Language for richer message search. No space between colon and term.	Supported modifiers: From:Person’s name, In:Channel/group chat name, Subject:Keyword, Sent:Date.	URL for more info: https://docs.microsoft.com/en-us/sharepoint/dev/general-development/keyword-query-language-kql-syntax-reference#date-or-time-values-for-properties
Optimize Search - Tips	Enhance search with wildcards and exact matches.	Use “”for prefix matches (e.g., “serv”), quotation marks for exact phrases (e.g., “annual budget”). Supports spell corrections and nickname matches for people.	-
Mobile Search	Search on mobile devices.	Tap Search button, enter term, tap Messages, People, or Files to narrow results.	-

This table, sourced from this website, encapsulates all search-related functionalities, ensuring users can leverage them effectively.

Other Advanced Features Beyond search, Microsoft Teams offers a suite of advanced features to enhance collaboration and productivity:

- **Integration with Microsoft 365 Apps:** Teams integrates seamlessly with Word, Excel, PowerPoint, OneNote, SharePoint, and Outlook, allowing users to co-author documents, create project boards with Planner, and manage emails, all within the platform. This integration is optimized for browsers like Files Explorer, providing access to OneDrive and SharePoint locations directly from Office suite applications.
- **External Collaboration:** Guest access enables collaboration with clients, contractors, and stakeholders by inviting them via email, tagging them as “guests.” Admins can control feature access, ensuring security, as detailed at this website.
- **Security and Compliance:** Teams offers advanced security controls including data-loss prevention, information barriers, retention policies, eDiscovery, and legal hold, with data encrypted both in transit

and at rest. It meets compliance standards like ISO 27001, HIPAA, SOC 2, and EU Model Clauses, making it suitable for regulated industries.

- **AI-Powered Features (Microsoft 365 Copilot):** As of 2025, Copilot in Teams, part of the Microsoft 365 Copilot license, enhances productivity with AI assistance. In chats, it summarizes conversations, highlighting main points and action items over the past day, 7 days, or 30 days, and answers prompts like “What decisions were made?” In meetings, it captures key points, recommends follow-up tasks, and supports VoIP/PSTN calls, requiring transcription or recording for post-meeting content access. Details are available at [this website](#) and [this website](#).
- **Customization for Premium Users:** Teams Premium, launched in 2023, offers advanced meeting capabilities like end-to-end encryption, security labels, meeting guides, and custom templates. It also includes features like audio quality alerts, custom user policy packages, and Microsoft eCDN for optimized video streaming, as outlined at [this website](#).

Additional Tools and Tips For effective usage, consider organizing teams and channels to manage information efficiently, using search features to quickly locate content, and exploring integrations to enhance productivity. Mobile search is supported, with users tapping the Search button and filtering results by Messages, People, or Files. Regular updates, such as the new search results experience with AI-driven tabs (All, Messages, People, Files) and question-and-answer options, ensure Teams remains a dynamic tool, as noted at [this website](#).

This comprehensive guide, drawing from official Microsoft documentation and third-party analyses, ensures users can maximize Microsoft Teams for both basic and advanced collaboration needs as of February 27, 2025.

Key Citations

- Get started with Microsoft Teams - Microsoft Support
- Search for messages and more in Microsoft Teams - Microsoft Support
- Microsoft Teams Premium - Overview for admins - Microsoft Learn
- Use Copilot in Microsoft Teams chat and channels - Microsoft Support
- Use Copilot in Microsoft Teams meetings - Microsoft Support
- The Best 40 Features of Microsoft Teams in 2024 - Stanfield IT
- New and improved search results experience on Microsoft Teams - Microsoft Community Hub
- Keyword Query Language (KQL) syntax reference - Microsoft Learn