



**Microsoft Teams
Help & Learning
Guide:**

**Collaborate
in Teams**

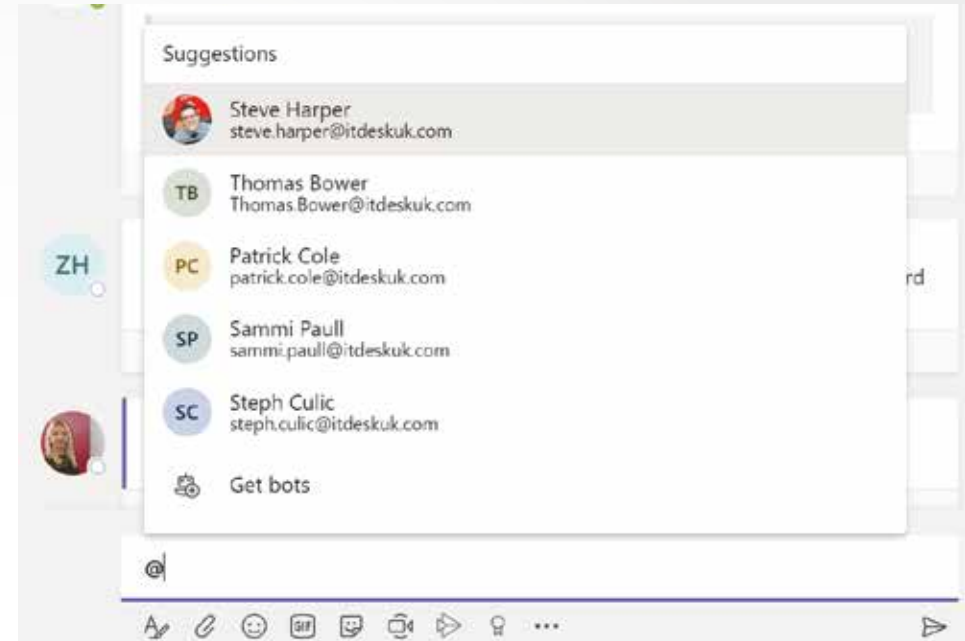
Collaborate in Teams

@mention someone

An @mention is like a tap on the shoulder — a way to get someone's attention in a channel conversation or a chat.

1. In the box where you type your message, type @, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.


Each person you @mention gets a notification in their **Activity** feed. Check for a red circle next to **Activity** right now to see if someone has @mentioned you!




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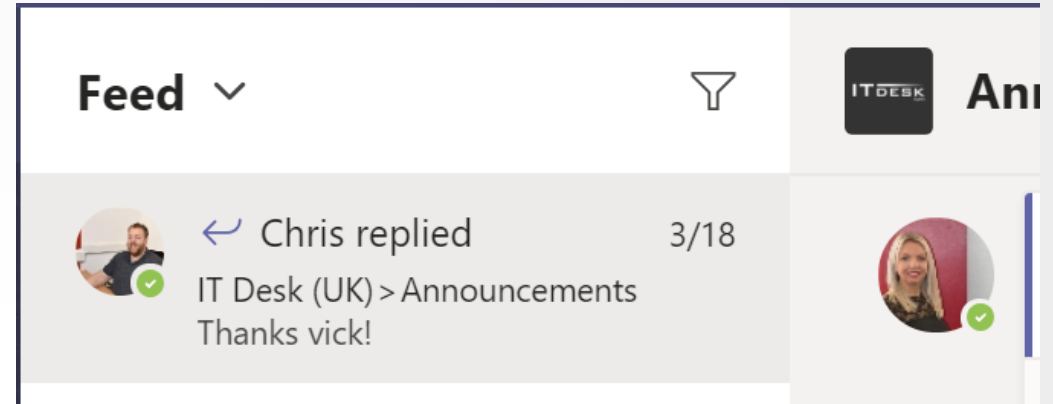
Stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Click **Activity** .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.

Click **Filter**  to show only certain types of notifications such as @mentions or reactions.

Select **Feed > My Activity** to see a list of everything you've been up to lately in Teams.



Collaborate in Teams

Search for messages, people, or files

Searches cover your entire organization — all the teams and channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.

