








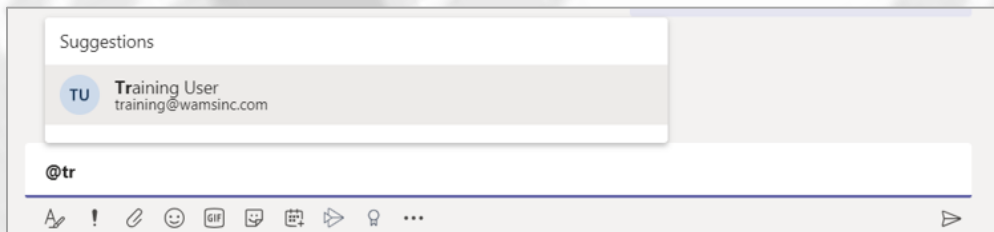
Making Mentions Work for You

Using the Mention feature will help make sure your communication gets noticed, even if the member you want to reach has turned off notifications for Teams Channels.

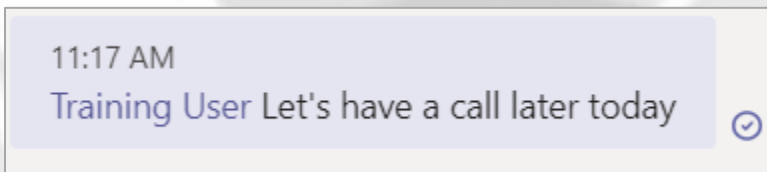
-  Teams Chat automatically notifies the recipient, but the recipient can **choose** to turn off notification
-  Teams Channels **do not** automatically notify members when new communication has been added
-  **Mentions** will help you reach and notify someone even if all notification is turned off
-  Using a **Channel Mention** will notify **all** members of a Team, without you having to mention each person by name

What is a Mention?

-  A mention is a way to get someone's attention in a conversation or chat
 1. In the text chat box where you type your message, type @ and then the beginning of person's name



2. The name of the person you mention will appear underlined in the chat box on your Teams Chat

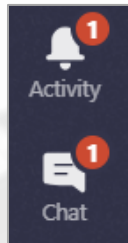




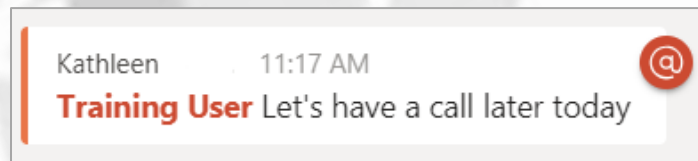
3. The person you mentioned will get a Teams notification in the bottom right of their computer window and the Teams icon on the Task Bar will indicate the message



4. The person you mentioned will also see notifications on the Activity and Chat icon in the upper left corner of the Teams application



5. Additionally, the person you mention will see their name in red with a red @ symbol next to the message

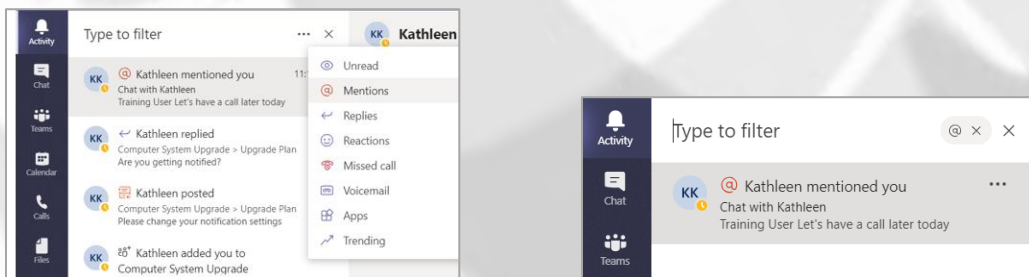


Filter All Your Mentions So You Don't Miss Anything Important



From your Activity Feed, you can set a filter to see everywhere you have been mentioned

1. Choose the ellipses next to the filter option in your Activity Feed
2. Select @Mentions



3. A list of all messages where you have been mentioned, will appear

Next Tip – Notifications and Mentions in Channels