

Tips for Working Virtually – Week of 07.06.2020 (Microsoft Teams)

Happy Tuesday DOR Colleagues!

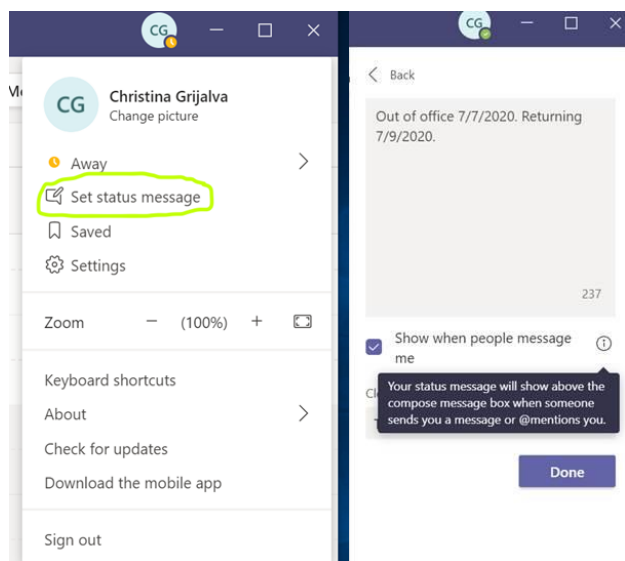
This week we have a couple of tips for using Teams.

Setting out of office reply

As many of us are answering the call to take our PTO these days, it's important to not only set your automatic out of office reply in Outlook, but to set this in Teams as well. If you add an out of office automatic reply to your Outlook calendar, this same status is supposed to show in Teams. However, that might not always be the case. So if this does not work for you, you can manually set it in Teams.

To manually set:

- Click on **Set Status Message**
- Check off **Show when people message me** if you want people to be notified when they send you a message or @mentions you.
- Indicate when you want the status message to clear.

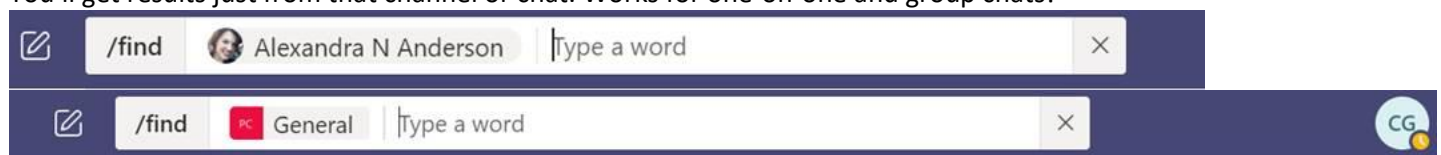


Searching within Teams chats or channels

A new feature was released a few days ago. You can now search *within* a chat or channel.

- Go to the chat or channel
- Press **Ctrl+F**, then type what you want to search for.

You'll get results just from that channel or chat. Works for one-on-one and group chats!



(from *What's New in Microsoft Teams*)

Lastly, Christine and IT ask us to **please remember to connect to Global Protect at a minimum of every two weeks to receive the latest security updates. Don't risk losing VPN access because your device is out of compliance:**

<https://insidedor.kaiserpermanente.org/technology/kp-weekly-security-patching/>