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Pin messages in Teams for easy access [1]

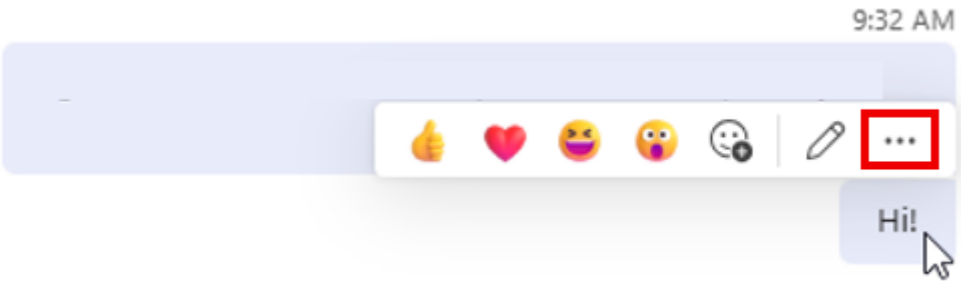
February 9, 2026 by ES and UIS Communications [2]

Rather than searching past Teams chats every time you need to reference important information, you can pin a message. Use this feature to create easy reference points in your chats.

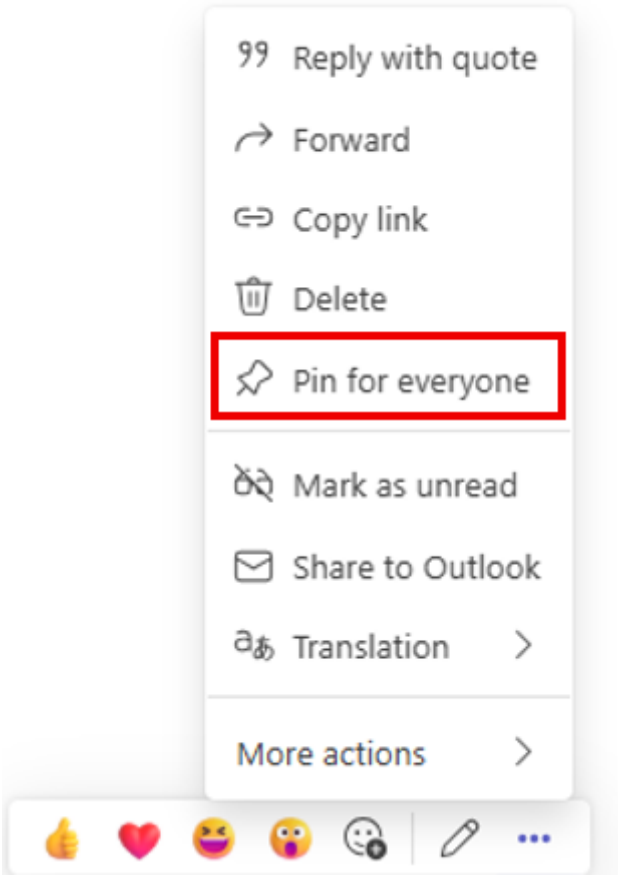
Pinning a message

Pinned messages appear at the top of the chat and remain there until they are unpinned or replaced by another pinned message. Everyone in the chat can see pinned messages, and anyone in the chat can pin or unpin a message, though Teams does not notify the chat that a message has been pinned or unpinned.

1. In a chat, hover over the message you want to pin and select the More options (three dots) icon.



2. Select Pin for everyone. The message will appear at the top of the chat.



NOTE: Pinning a *message* is different from pinning a *chat*. Pinned messages appear within the chat, while pinned chats stay at the top of your chat list. Learn more about pinning chats [3].

Teams [4]
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