Home > Pinning a chat in Teams for easy access

## Pinning a chat in Teams for easy access [1]

December 11, 2023 by ES and UIS Communications [2]

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

## Pinning a message

Pinned messages appear at the top of the chat and remain there until a new message is pinned or it is removed. Everyone in the chat can see a pinned message and anyone in that chat can also replace it.

1. In a chat, hover over the message you want to pin and select the **More options** icon



and the message will appear at the top of the conversation.



## Teams [3] Display Title: Pinning a chat in Teams for easy access Send email when Published: No

Source URL: https://www.cu.edu/blog/tech-tips/pinning-chat-teams-easy-access

Links

[1] https://www.cu.edu/blog/tech-tips/pinning-chat-teams-easy-access [2] https://www.cu.edu/blog/tech-tips/author/110439 [3] https://www.cu.edu/blog/tech-tips/tag/teams