Save your messages for easier future access [1]

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Sometimes you receive a message on Teams that has important information that can be useful later. Teams allows you to easily save a message to view it in the future. Even better, you can save other's messages and not just your own.

Follow these easy steps to save and view a message.

To save messages:

- Find the message you would like to save in the chat.
- Hover your mouse over the message, a dropdown menu should appear near the top right corner.
    - Click on the three dots in the drop down and choose save this message.
- The bookmark icon will turn red and a popup notifying you that the message was saved will appear on the top corner of the page.

To view messages:

- Click your profile picture in the corner.
- A dropdown menu should open, click saved.
- All bookmarked messages can now be viewed.

Microsoft [3], Teams [4]
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