Saving a chat in Teams for easy access [1]

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

Rather than searching past Team chats every time you need to reference important information shared in a message, you can save or pin the message. Use these tools to create easy reference points in your chats.
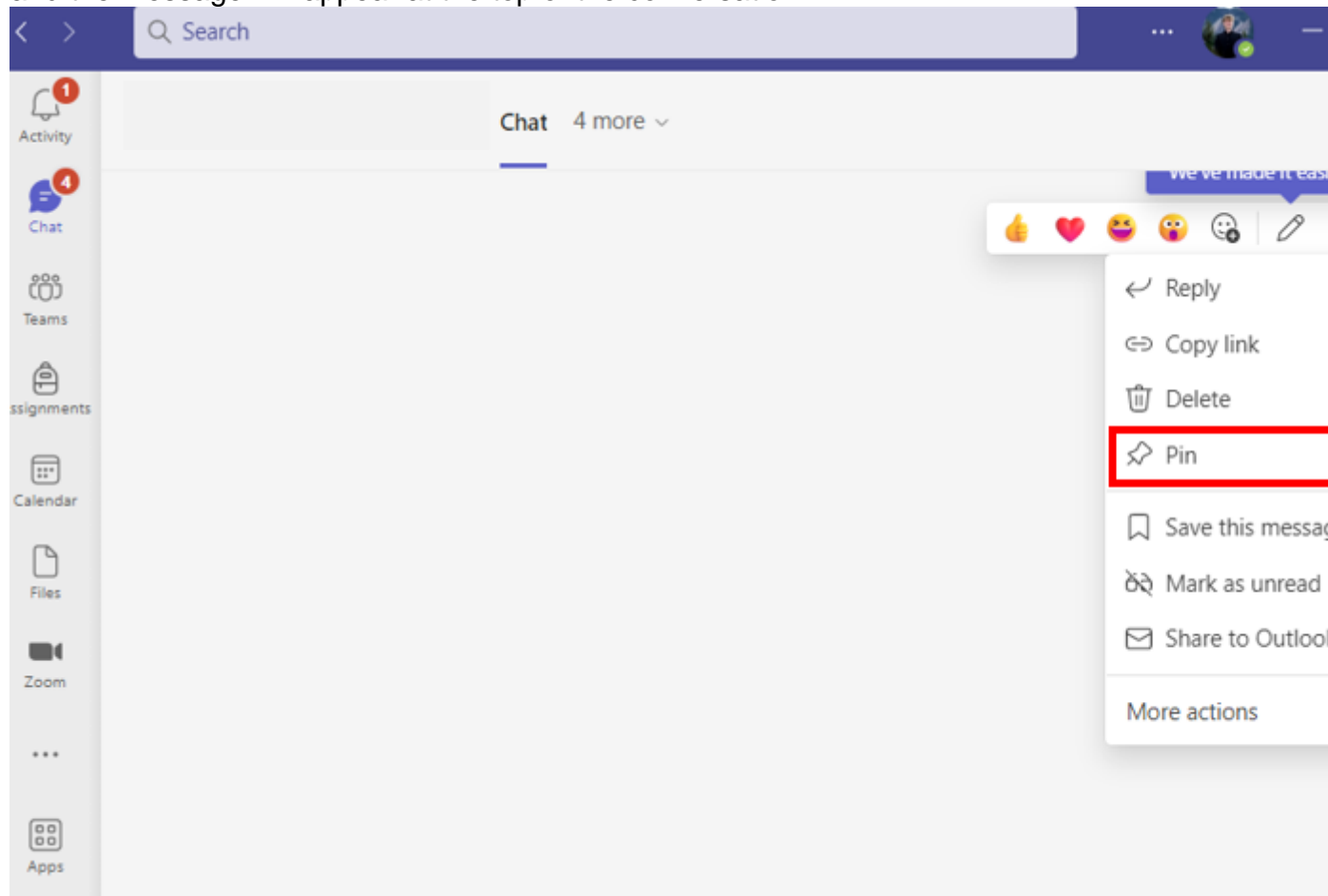
Pinning a message

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
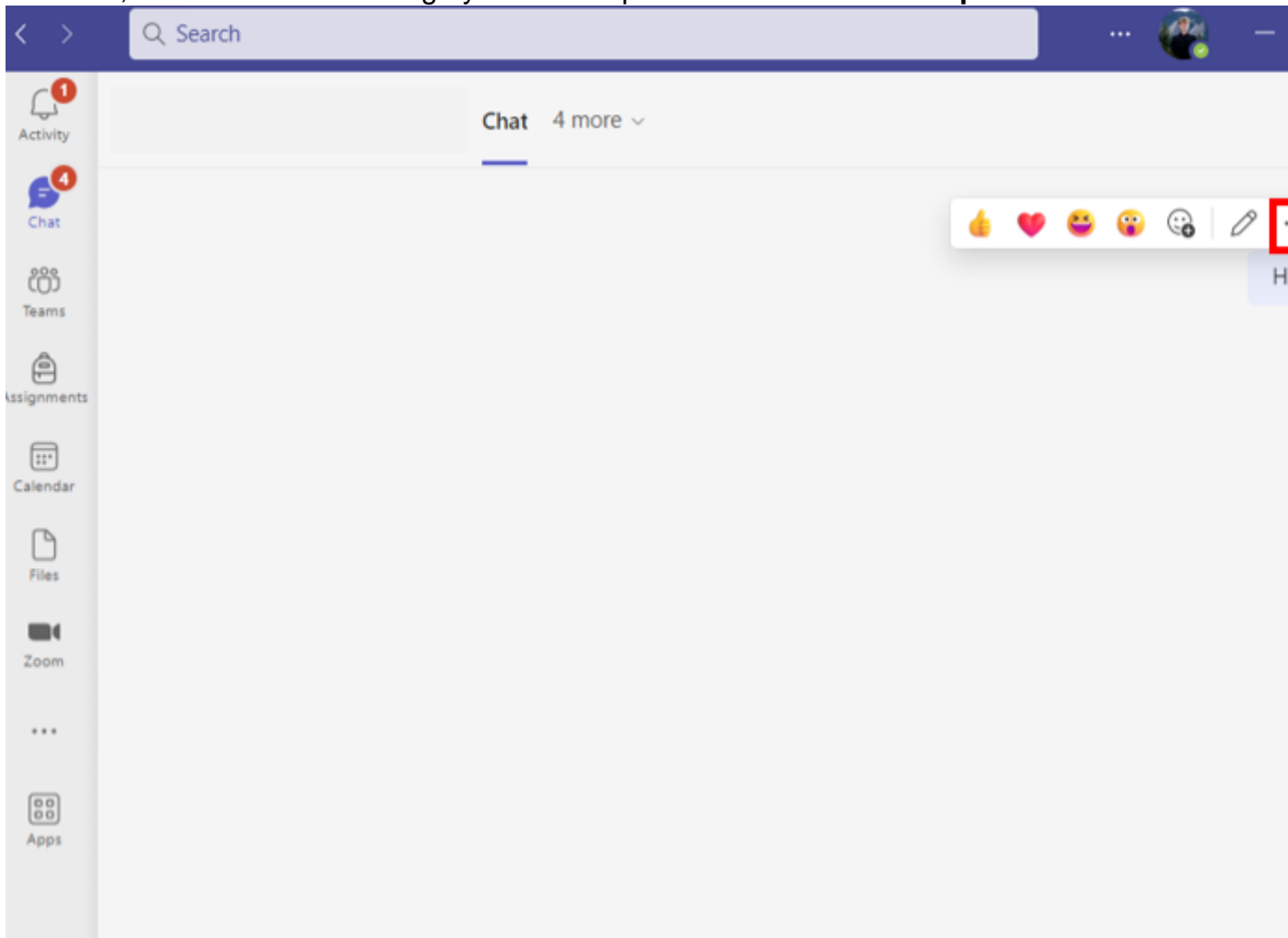
2. Select **Pin**

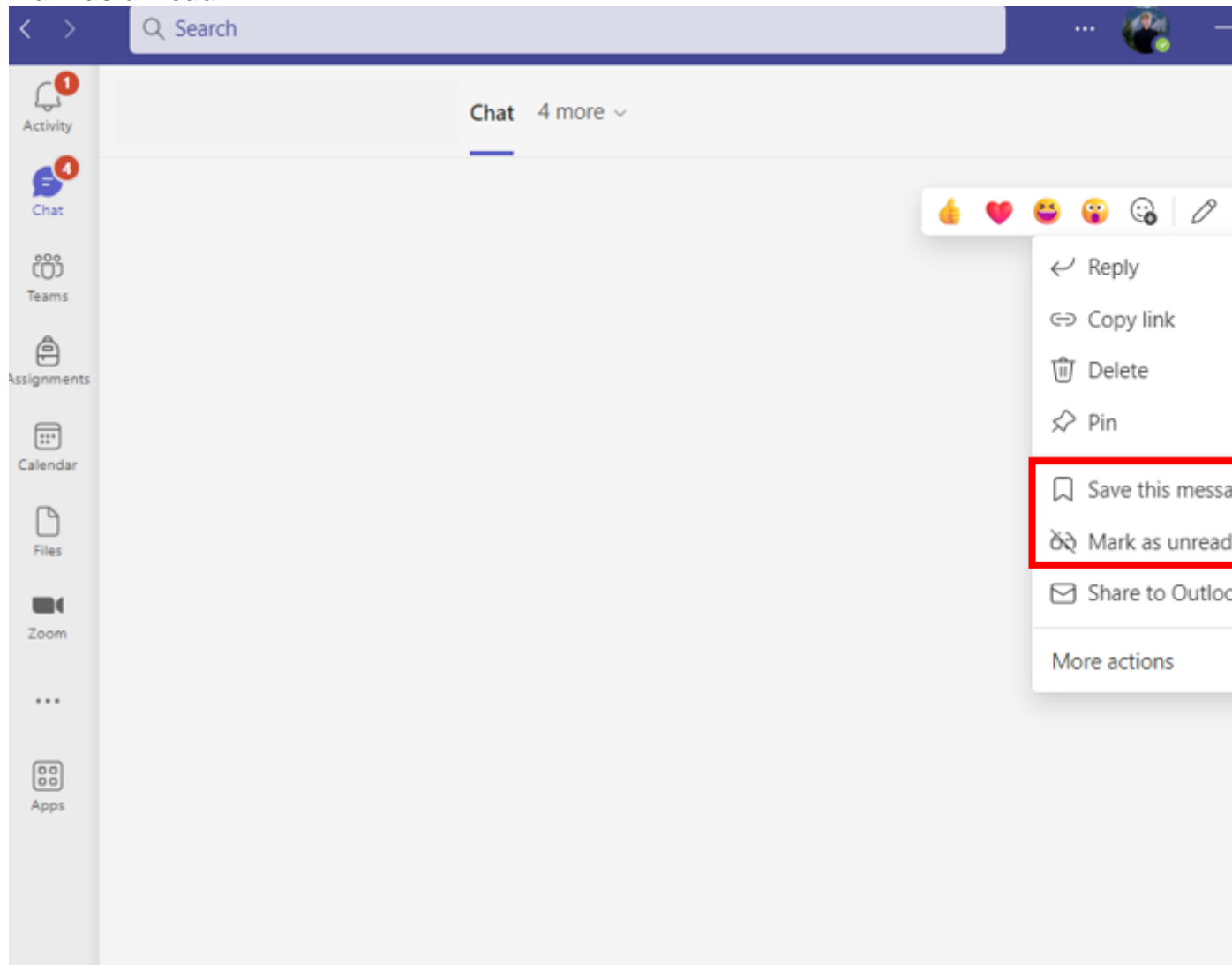and the message will appear at the top of the conversation.
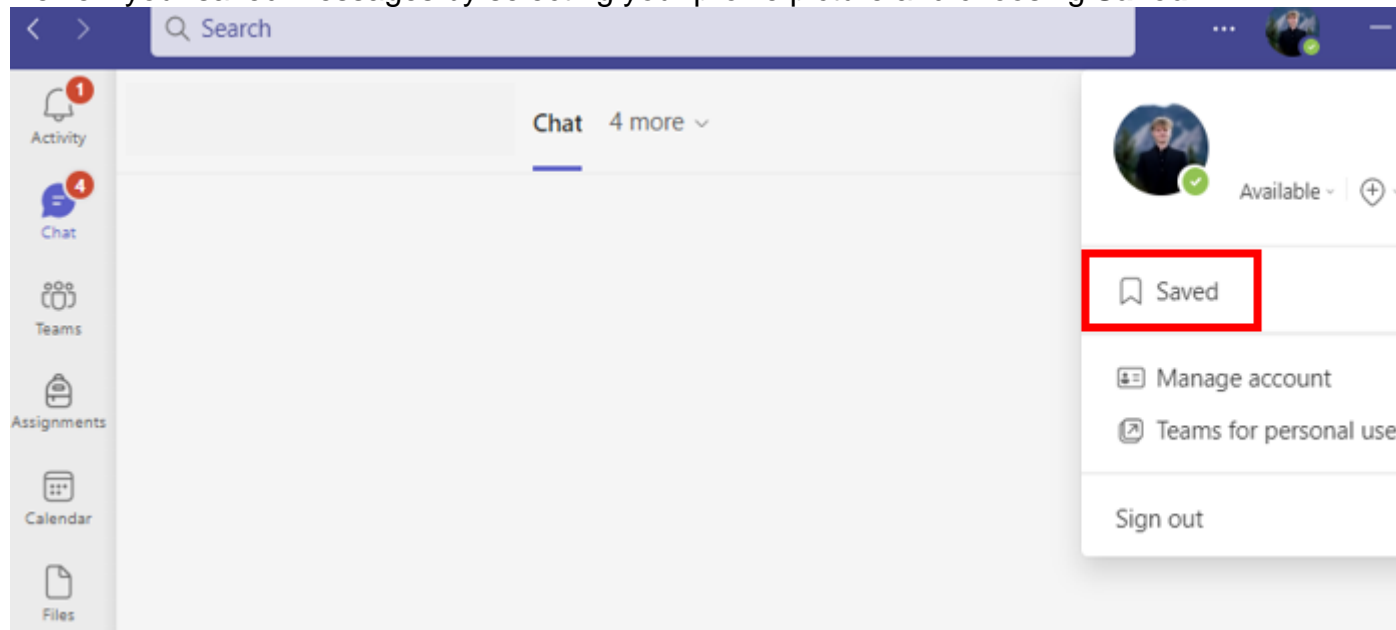

Saving a message

Saving a message to read later can be done by marking it as saved or unread.

1. Hover the message you want to save and select the **More Options** icon
2. Select **Save this message** or

Mark as unread

3. Review your saved messages by selecting your profile picture and choosing **Saved.**

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