Published on *University of Colorado* (https://www.cu.edu)

Use @mentions in Microsoft Teams [1]

March 2, 2026 by ES and UIS Communications [2]

In busy chats and channels, important messages can be missed as conversations grow. Using @mentions in Microsoft Teams helps direct notifications to specific individuals, channels or entire teams. When someone is tagged or mentioned with @, an in-app notification is triggered in their Activity feed. Depending on their notification settings, they may receive an alert and can jump directly to that post.

Use @mentions in Teams

- Type @ followed by a person's name and select them from the list that appears.
- Type @**channel** to notify all members of the channel.
- Type @**team** to notify all members of the team (if enabled).
- Type @**everyone** to notify all members of a chat.
- Use @**tags** to notify a defined group within a team, such as a department or project group.

Best practices

- Use @team, @everyone and @channel mentions sparingly.
- Mention specific individuals when possible to reduce unnecessary notifications.
- Review your notification settings in Teams to manage how and when you receive alerts [3].

Using @mentions strategically can help ensure important information reaches the right audience without overwhelming others.

Microsoft [4], Teams [5]
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