

Teams Resources for Students

Pinning a Message

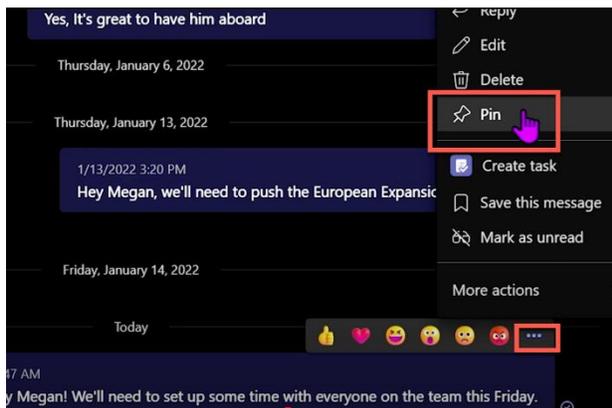
Pinning messages in Microsoft Teams is a valuable feature that helps highlight important information in your chats, ensuring that critical updates don't get overlooked.

Why Pin Messages?

Chat conversations can move quickly, causing important information to scroll out of view. Pinning creates a permanent reference point at the top of your chat where everyone can easily see crucial information.

How to Pin a Message

1. Locate the message you want to pin in your Teams chat
2. Hover your cursor over the message
3. Click on the ellipses (three dots) that appear
4. Select "Pin" from the dropdown menu
5. The message will now be displayed at the top of the chat for everyone to see



How to Unpin a Message

1. Find the pinned message at the top of your chat
2. Click on the ellipses (three dots) in the top-right corner of the pinned message
3. Select "Unpin" from the dropdown menu
4. The message will return to its original position in the chat history

Tips for Effective Message Pinning

- Pin only truly important messages to avoid cluttering the top of your chat
- Unpin outdated information promptly
- Use pinning for time-sensitive announcements, important links, or key decisions