

Are you aware of how these Microsoft Teams Mobile app features help you?

The Microsoft Teams Mobile App increases the collaboration capability of your organization. That's especially important right now with most of us doing remote work, thanks to government reactions to the spread of Covid19.

The first and second reasons organizations prefer Teams are...

1. The built-in security.
2. How Teams integrates naturally with Microsoft Office.

In addition to those above, Microsoft Teams offers more features and functionality than other collaboration software, especially when you're already using Microsoft products.

You can communicate with your colleagues, regardless of what device you or they are using, at any time – desktop Mac and Windows, laptop Mac and Windows, iPad, Android phone and iPhone. While the interfaces differ slightly, they're instantly recognizable.

Once logged into any other Office 365 app on your mobile device, simply choose that account and Teams automatically logs you in with credentials previously cached on that device.

An INVID team member recently discovered more features of which you may not yet be aware...

1. Voice Messages.

To set voicemail and forwarding preferences, go to <https://teams.microsoft.com>. Admins can allow/disallow voicemail via *Allow Voicemail* setting in *Teams Calling Policy*.

[\[https://docs.microsoft.com/en-us/powershell/module/skype/set-csteamscallingpolicy?view=skype-ps\]](https://docs.microsoft.com/en-us/powershell/module/skype/set-csteamscallingpolicy?view=skype-ps)

Since Microsoft turned voicemail on by default for VOIP-enabled users, they will see the *Voicemail* tab in their Calls app in the app bar.

Enabling transcription in Voicemail Policy permits users to see voicemail transcriptions in their desktop, web, and Outlook clients.

Text messages are limited to words, which are only a portion of what you mean to convey. Instead of typing a text message in a chat, send an audio message. An audio message adds your personal voice tones and inflections, for improved communications.

2. Additional messaging options

When using Teams on a mobile device, viewing a menu requires tapping and holding on a message. Keeping a message pressed for a few seconds raises options – Reply To; Forward to another person; Copy; and Respond with an emoji.

3. Get your message read Now

Adding URGENT to a message ensures that for the next 20 minutes the recipient will receive notification of your message every two minutes.

4. Set work and life boundaries

Here at INVID the coronavirus forced remote working policy has increased productivity 20%. It's great for our customers and yet it can lead to employee stress and burnout if overdone.

Teams has *Quiet Days* and *Quiet Hours* settings that let individuals who are spread across time zones and with varied work styles and duties, set boundaries to their work hours.

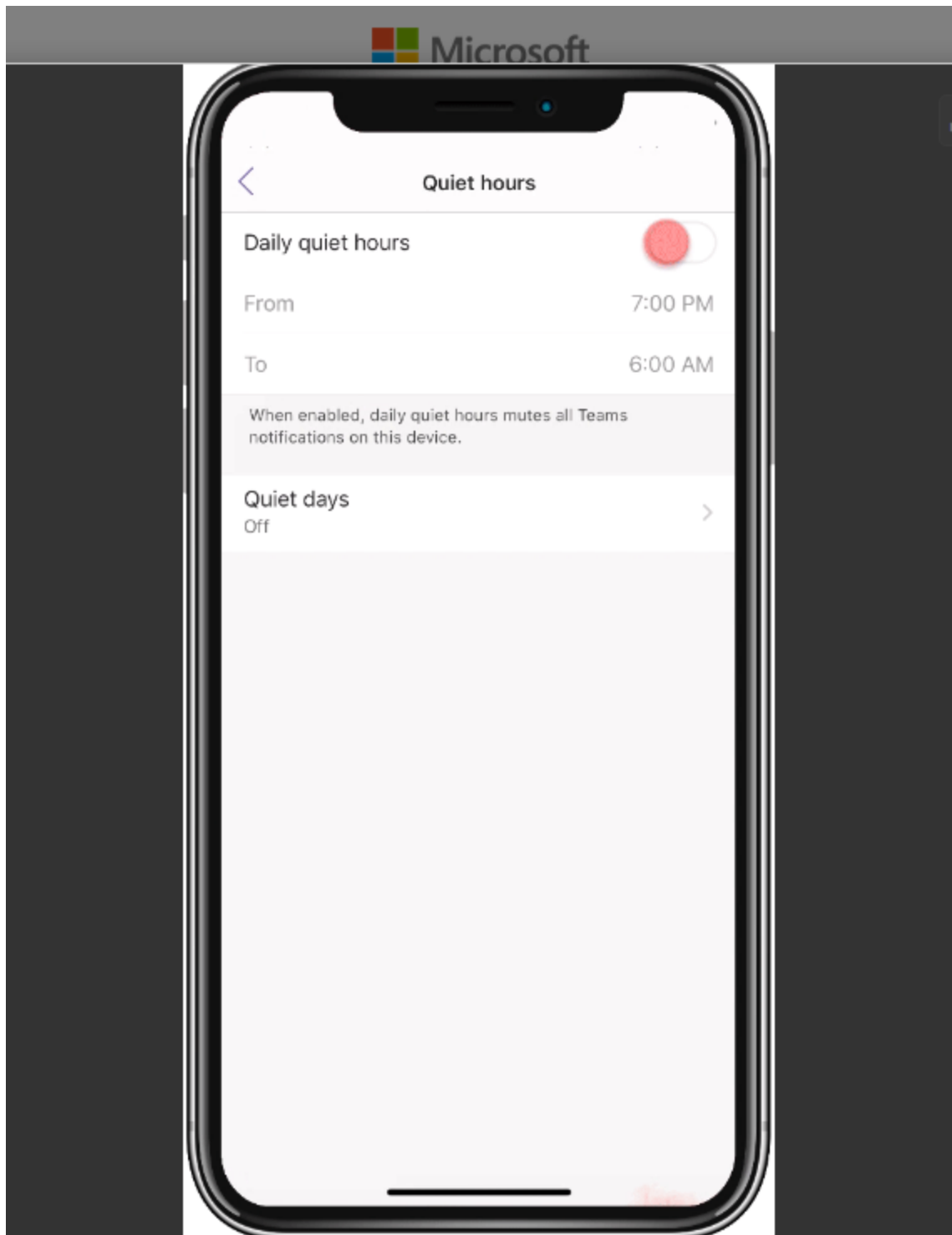


image courtesy Microsoft

[full image gif at <https://techcommunity.microsoft.com/t5/microsoft-teams-blog/10-things-we-love-about-the-teams-mobile-app/ba-p/889419?lightbox-message-images-889419=135139i5F70A19A442550C8>]

5. Let others know when and what

Add a status update to let people know you are away or what you are working on. This is extremely useful for letting your team members know what you are doing, without them interrupting you¹.

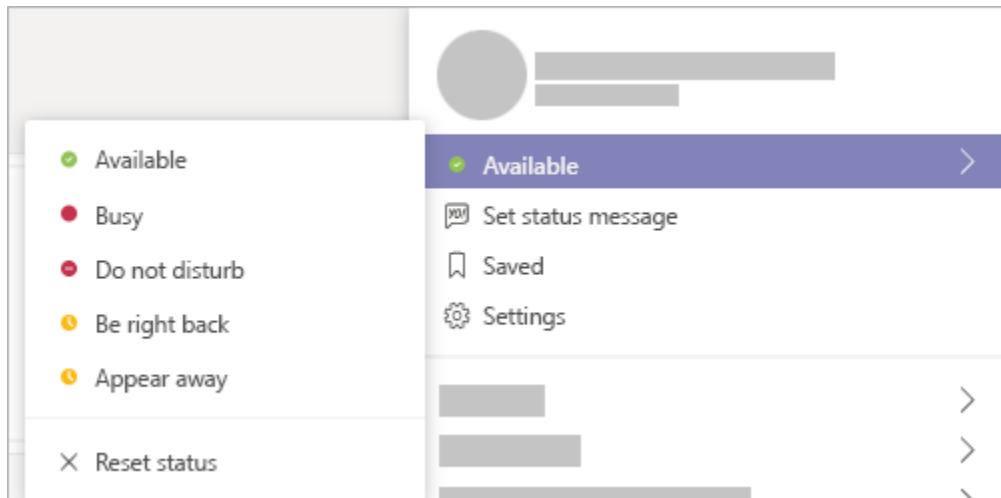


Image courtesy Microsoft

6. Tell others where you are

Prior to Covid19 quarantining, *Share Your Location* was important for teams with multiple locations and regular home offices.

Now it's a must-have that is particularly useful for those who are the first points of contact between companies and customers.

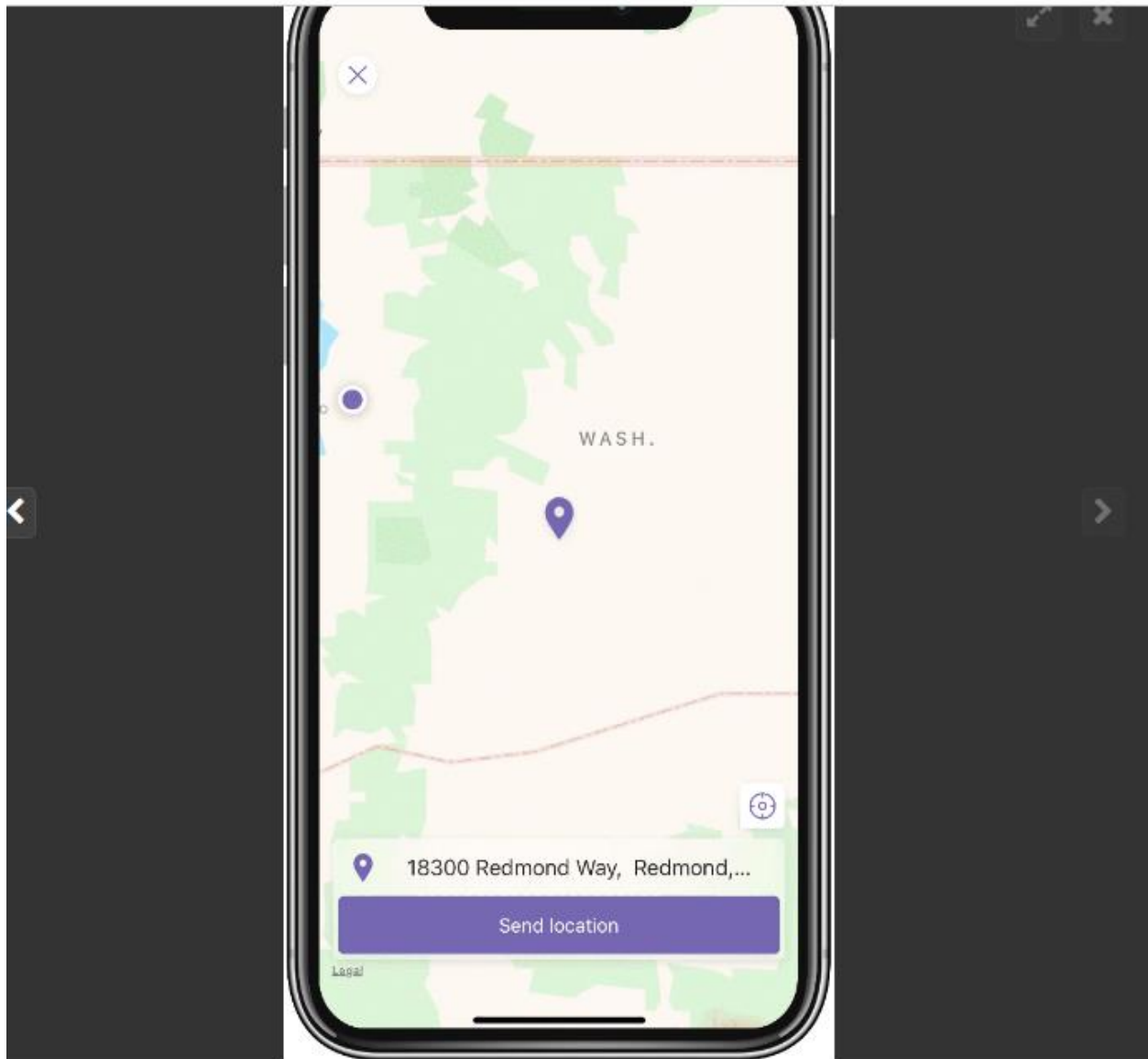


image courtesy Microsoft

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While Admins grant role-based access to the primary Teams features you need, you can customize your Microsoft Teams mobile app by pinning the modules you use most often to the navigation bar.

You probably already know that INVID creates custom software, including on top of Teams.

If your organization is experiencing process slowdowns, you can tolerate it, but why continue to frustrate your users when a little customization can improve productivity?

[Tags/keywords: Coronavirus, COVID-19, Microsoft Teams, Remote Work]

ⁱ Also, possibly a way for a deceitful user to let a manager think s/he's busy working when not. No one you know of course. This being an article about remote working during Covid19, we won't elaborate further.