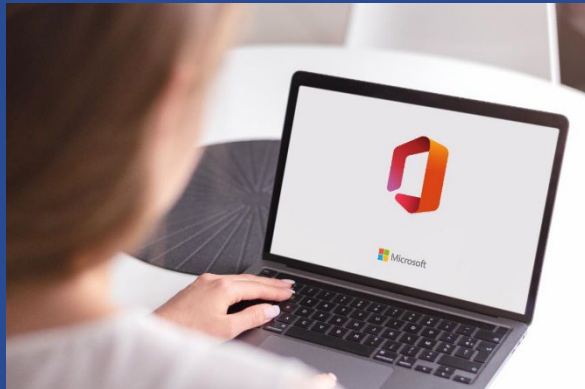




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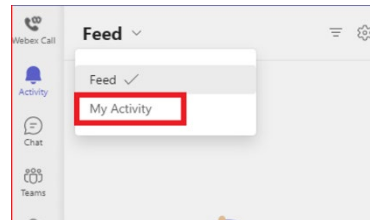


### My Activity Retiring from Teams

### Teams Updates and Features

### O365 Resources and Learning Links

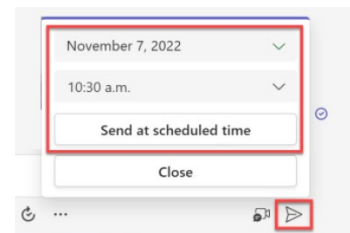
Microsoft is retiring the **"My Activity"** feature within Teams starting in late March 2023. Activity will still support activities directed to you while the option to view activities initiated by you will be retired.



## Microsoft Teams Updates and Features

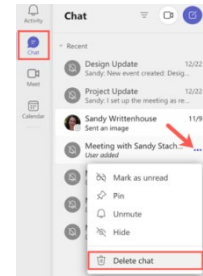
Schedule & Send | @ Mention Everyone | Delete Teams Chat | Planner Task Emails

**The Schedule and Send Feature** was added late February to allow users to schedule chat messages to be delivered in the future by right-clicking on the send button and choosing a send date/time. Additionally, all scheduled messages can be edited and deleted before they are delivered. [Read More Here](#)



**@ Mention Everyone in Chat** will be added late March. It is similar to using the @ to mention individuals in chat. Users will have the option to @ mention "Everyone" in a chat of 2 or more participants. All participants will receive a notification, removing the hassle of mentioning each person's name one by one or missing someone. [Read More Here](#)

**The Delete Teams Chat** is a new Feature that will be available mid to late April 2023, which will allow users to permanently delete 1:1 or group chat threads from their view, by selecting the ellipsis and selecting the Delete Chat option. This permanently deletes the chat only from the user's view, other people in the 1:1 or group chat's view are not affected. [Read More Here](#)



**Microsoft Planner Tasks** will include email notifications starting in mid to late April 2023. There are two main categories included in this feature: Assignment Email Notifications, which sends an email whenever a task is assigned or completed, and Due Date Digest Email, which sends an email to users who have tasks that are either overdue, due today or due in the next 7 days. The email from which you would receive the digest email will be from

[no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com).

## O365 Resources and Learning Links

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about Office 365? Need an Office 365 Cheat Sheet? Have time for a 5-minute Learning Opportunity? Check out the links above!

Email [Project\\_o365@delaware.gov](mailto:Project_o365@delaware.gov) with suggestions for learning event topics or ask questions you may have regarding Office 365 products or features.

Distributed March 30, 2023