

Microsoft 365 1st Quarter | 2024

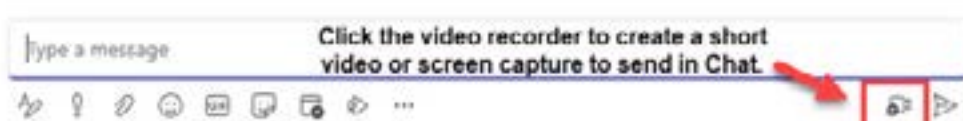


News, Features, & Updates

- New - Chat Video Clip
- Additional Teams Chat Features
- Teams Recordings Expiration Notifications
- Change Coming: Website Tabs in Teams
- Moving to the New Teams App

New - Chat Video Clip:

Did you know you can record a short (60-second) video, audio, or screen capture clip and send it via Chat? To access this feature, simply open an existing Chat session with one or more individuals. Look for the small video recorder icon located below the "Type a message" section, next to the send arrow. Click on the recorder icon to launch the recording feature.



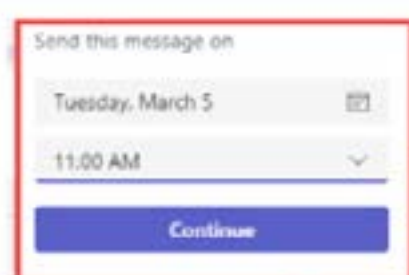
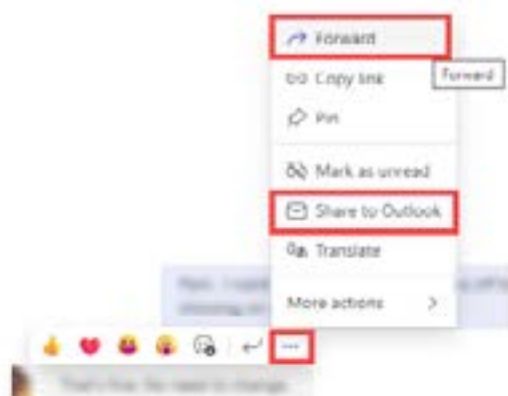
Learn more about this feature:

[Record a video or audio clip in Microsoft Teams - Microsoft Support](#)

[YouTubeVideo - How to create a video clip in Chat](#)

Additional Teams Chat Features:

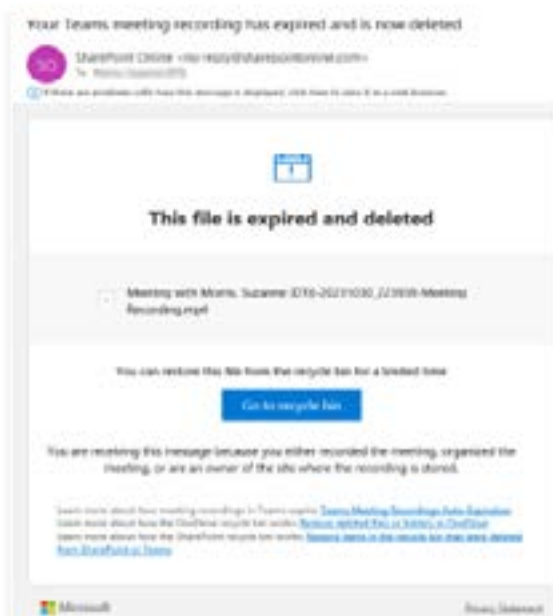
- Easily share Chat information with others:
[Forward a Teams chat - Microsoft Support](#)
- Have a need to share a Chat message or Channel conversation to Outlook without leaving Teams? Use the "[Share to Outlook](#)" feature.
- Schedule a chat to be sent at a later date/time:
[Schedule chat messages - Microsoft Support](#)



Right-click on the Send arrow to schedule a future date for sending a Chat Message!



Teams Recordings Expiration Notifications:



October 2023, [MS 365 Alert #015](#) announced the 120-day expiration policy for all new Teams recordings. Recording owners have full control to [change or remove the expiration default date of a Teams meeting recording](#). However, if that date was not changed or removed, you may begin to receive email notifications indicating the file is expired and deleted. Here are some important points to keep in mind regarding the recovery of Teams meeting recordings:

- On average, 99% of recordings are never watched again after 60 days.
- Recordings take up a lot of storage space, 7MB per minute of a recorded meeting.
- You have a 90-day window to restore a recording after receiving the email notification indicating its expiration.
- Once a file is recovered, it will no longer be subject to a 120-day expiration date.

Change Coming: Website Tabs in Teams:

Starting April 2024, Microsoft Teams will be changing how the Website tab works in the new Teams client. Instead of loading the website link inside Teams, it will open in a new browser tab. This is to better align with emerging best practices in web security and privacy while also improving the reliability of websites opened through this feature. Learn more about this change: [Update to loading websites in Teams tabs \(microsoft.com\)](#)

Moving to the New Teams App:

As announced in our [4th Quarter 2023 Bulletin](#), beginning April 1, 2024, the classic Teams App will be automatically upgraded to the new Teams App. [Learn more about the New Teams App.](#)

O365 Resources and Learning Links

[LAUNCH THE DELAWARE LEARNING CENTER](#)

Note: While our M365 licenses are a governmental (GCC) version, the Microsoft commercial-based courses found on the DLC, produced by CyberU, provide relevant and valuable training.

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about M365, check out the links above!

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