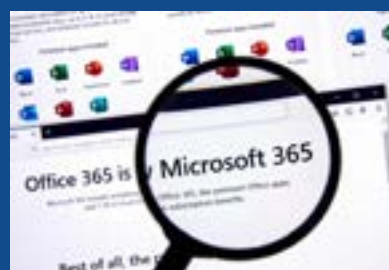


# Microsoft 365 3rd Quarter | 2024



## News, Features, & Updates

### Teams:

- Loop Components Now Available in Chat
- Q & A in Teams (Coming in September)
- New Onboarding to Teams and Channels (October)

### Office Scripts in Excel

### Message Recaps:

- EOS Classic Teams (Alert #017)
- Town hall meeting (Alert #016)
- Outlook Online Archive Mailbox (NTK #0005)

### Teams: Loop Components Now Available in Chat

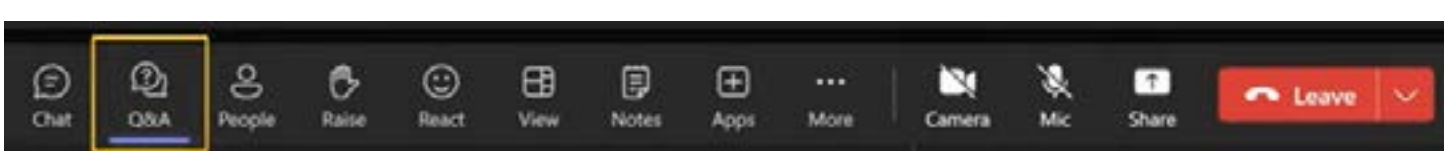
The Loop component in Teams chat offers a new way to think, plan, and create together. Send a component – like a table, task list, or paragraph – where everyone in your chat can edit inline and see changes as they are made. Learn all about how to use it:

[How to use Loop Components in Teams](#)

(YouTube Video 6:10 Minutes)



### Teams: Q&A in Teams (Rolling out in September)



Microsoft Teams will soon enable a Q&A section in Teams meetings. This will allow organizers to separate questions from the audience's chat conversations. A separate Q&A section will be particularly effective for large, structured gatherings such as all-hands meetings or training sessions. Check out these resources to learn more:

[Q&A in Microsoft Teams meetings - Microsoft Support](#)

[Q&A Inside Teams Meetings | Efficiency 365](#)

(YouTube Video 4:58 Minutes)

[How to use Q&A in Microsoft Teams meetings and webinars \(youtube.com 2:02 Minutes\)](#)

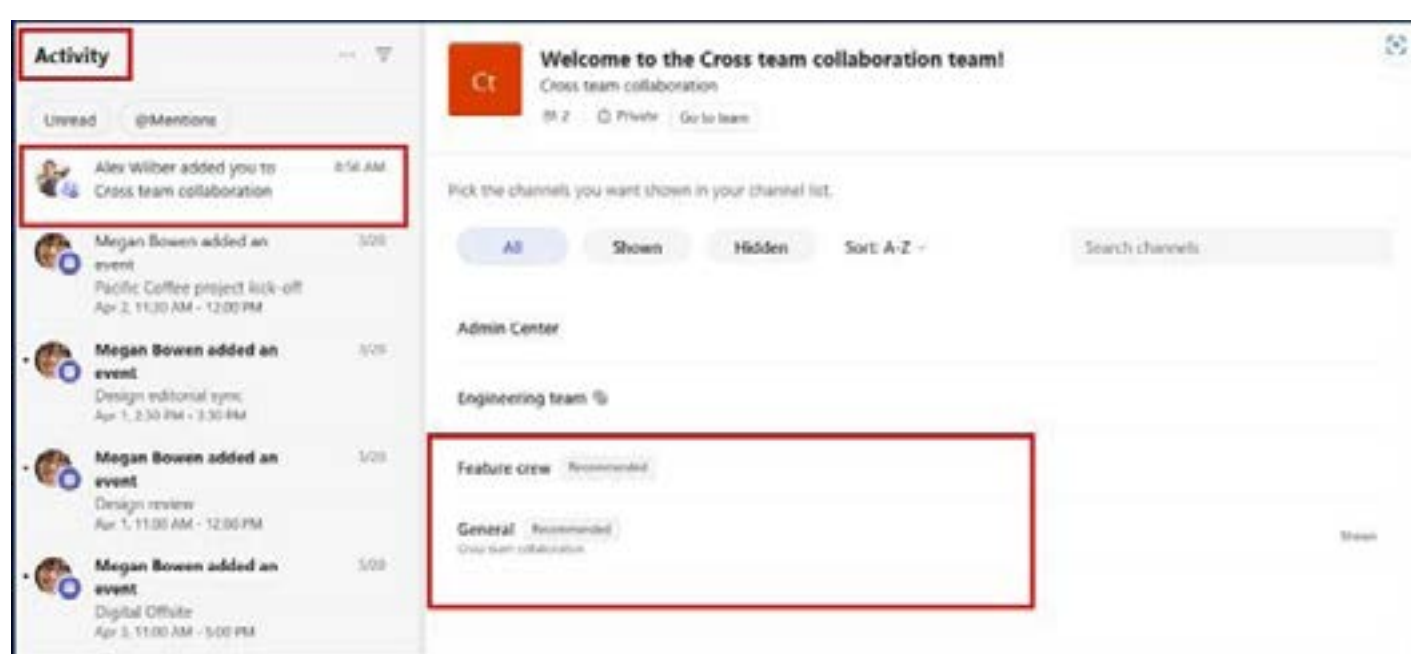
(YouTube Video 2:02 Minutes)

### New Onboarding to Teams and Channels (Coming in October)

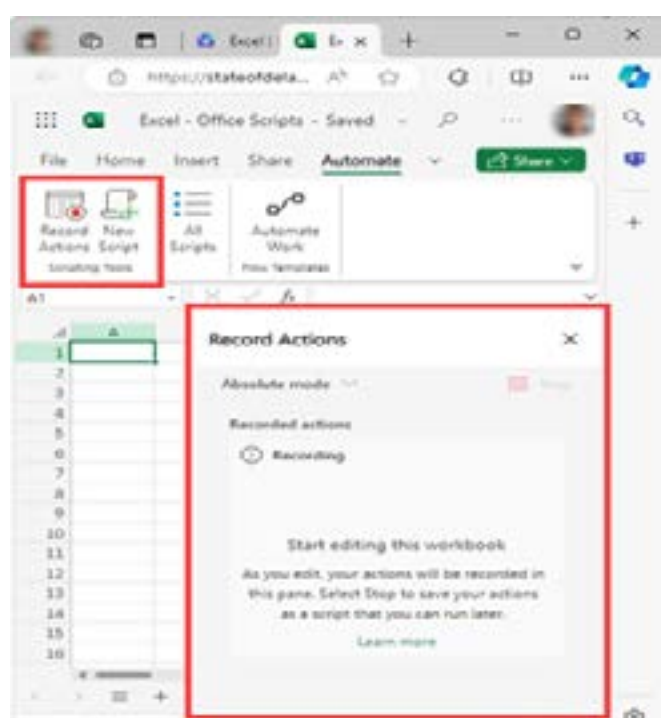
Microsoft Teams is introducing a new onboarding process for joining Teams and channels. Currently when a team owner creates a new channel it appears automatically under the Teams workspace (in the list on the left of the screen). Once Microsoft releases the new onboarding feature:

- A Teams owner will be able to recommend channels for team members to join.
- When joining a new Team, team members will see only the General channel.
- On the Teams onboarding page, additional channels may be tagged as Recommended by the team owner.

Members will be able to review channel details and opt into channels of interest. This rollout is designed to help team members join the most relevant channels, for a more streamlined experience in Teams. The new onboarding feature does not apply to Teams for iOS or Android.



### Office Scripts in Excel



Use Office Scripts in Excel to automate scripts that you often repeat on multiple excel worksheets/ workbooks. Unlike VBA, Office Scripts can be created and used in Excel Online. View the resources below to learn more about Office Scripts in Excel:

[Introduction to Office Scripts in Excel - Microsoft Support](#)

[Record your actions as Office Scripts - Microsoft Support](#)

[Introduction to Office Scripts & How to Tweak Macros to Automate Tasks in Excel](#) ((YouTube Video 14:17 Minutes)

### MESSAGE RECAPS:

**End of Support for Classic Teams:** [MS 365 Alert #017](#) - As of August 15, 2024 the classic Teams reached end of support. If you have received an in-app pop-up message you should reach your agency IT support team. Classic Teams will reach end of availability in July 2025.

**Introducing Town halls:** [MS 365 Alert #0016](#) - You will find "Town hall" in your Teams meeting dropdown menu. For details view the Alert.

**Outlook Online Archive:** [NTK.365 #0005](#) - The Online Archive mailbox is a specialized mailbox, which appears alongside your other mailbox folders in Outlook. This mailbox can be utilized as an alternative storage location for older email messages where they won't occupy space in your primary mailbox.

### O365 Resources and Learning Links

[Launch the Delaware Learning Center \(DLC\)](#)

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.

Office 365  
Website

O365  
Applications

Message  
Center

Learning  
Pathways

Training  
Resources

Want to know more about M365, select the buttons above!

[M365\\_Notification@delaware.gov](mailto:M365_Notification@delaware.gov) (formerly known as Project\_O365@delaware.gov)

Distributed to State of Delaware employees on September 10, 2024