Microsoft 365
1st Quarter | 2025
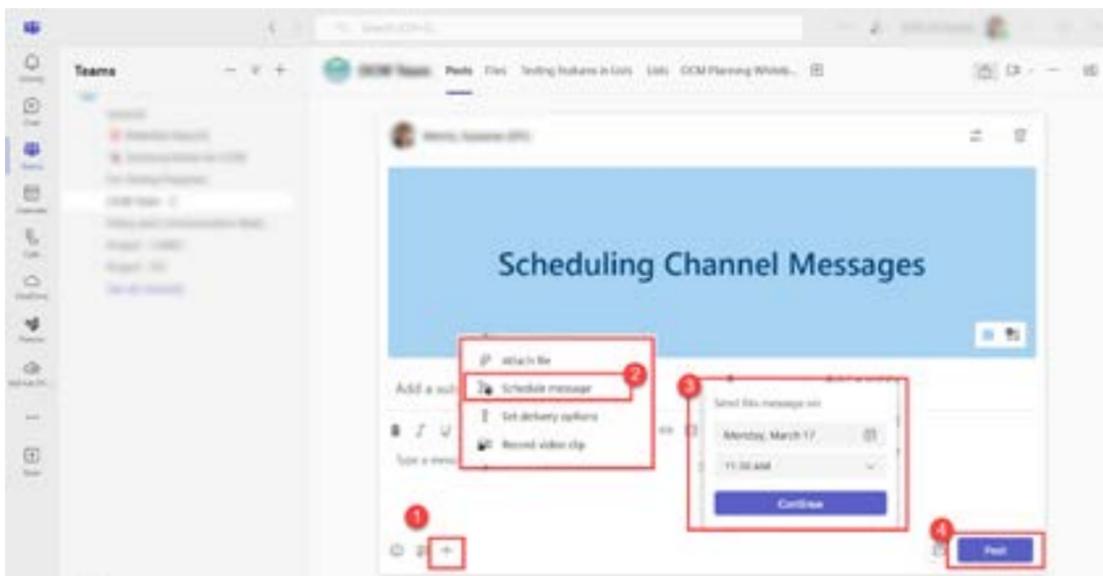
News, Features, & Updates

Microsoft Teams:
- Scheduling Channel Messages
- Forwarding Messages To & From Channels
- Fowarding Loop Components

Microsoft Teams: Scheduling Channel Messages

This new feature enables you to schedule messages to be posted in a Microsoft Teams Channel at a specific date and time. This helps you plan and manage your communications more effectively. While this feature has already been available in Chat, it is now also available in Channels.
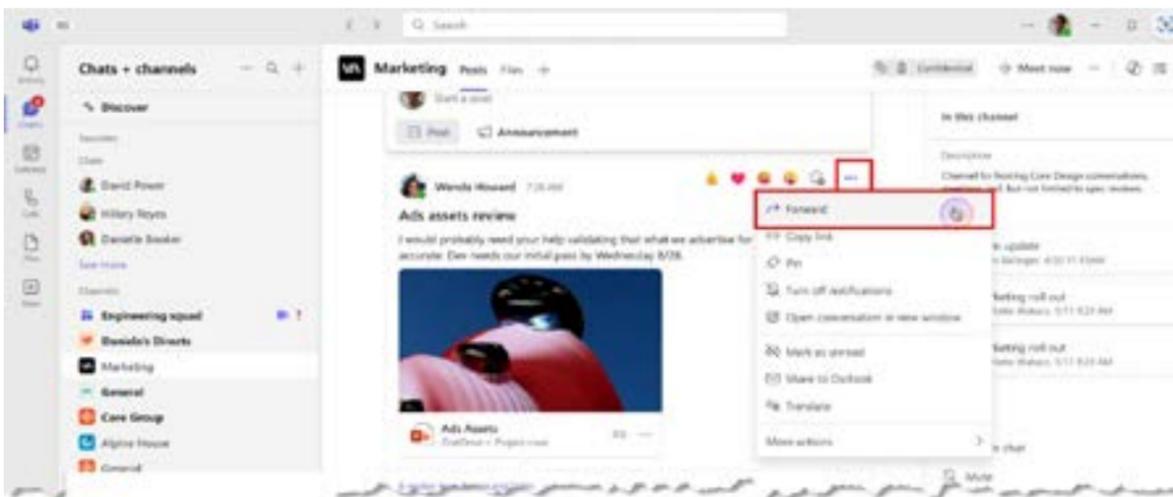
To schedule a message in the Teams Channel, click [Start a post] , then...

Learn More: Schedule channel messages in Microsoft Teams - Microsoft Support
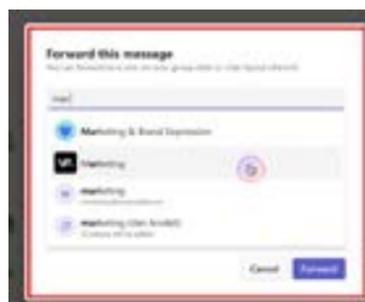

Microsoft Teams: Forwarding Messages To & From Channels

To forward a channel message, select the three-dot More actions menu on any channel post or reply message and then choose Forward.

In the *Forward this message* dialong box, users can select any destination chat or channel. Including channels in the people picker is a new addition to the forward message dialong on desktop.

Learn more: Forward a message in Microsoft Teams - Microsoft Support

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Microsoft Teams: Forwarding Loop Components

We talked about Loop Components in the 3rd Quarter 2024 Bulletin. Now you have the ability to forward loop components in Microsoft Teams. With the addition of loop component forwarding, users have a new way to share loop components across chats and channels. To forward a message containing a loop component, simply navigate to the more actions menu of any message containing a loop component and select forward. From there, the forward this message dialog will populate, which provides users with a preview of the message being forwarded, including the loop component. Users will be able to give permissions to recipients of the loop component to ensure all recipients have access to the content.

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, check out the links above!

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