

Microsoft 365 3rd Quarter | 2025



News, Features, & Updates

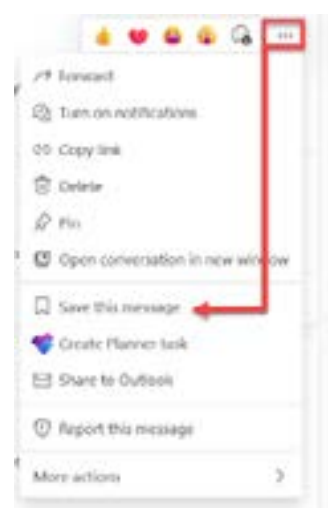
Microsoft Teams:

- Save Chat and Channel Messages
- New Organizer Controls for Meeting Management

Microsoft Outlook:

- Retirement of the Outlook Lite App

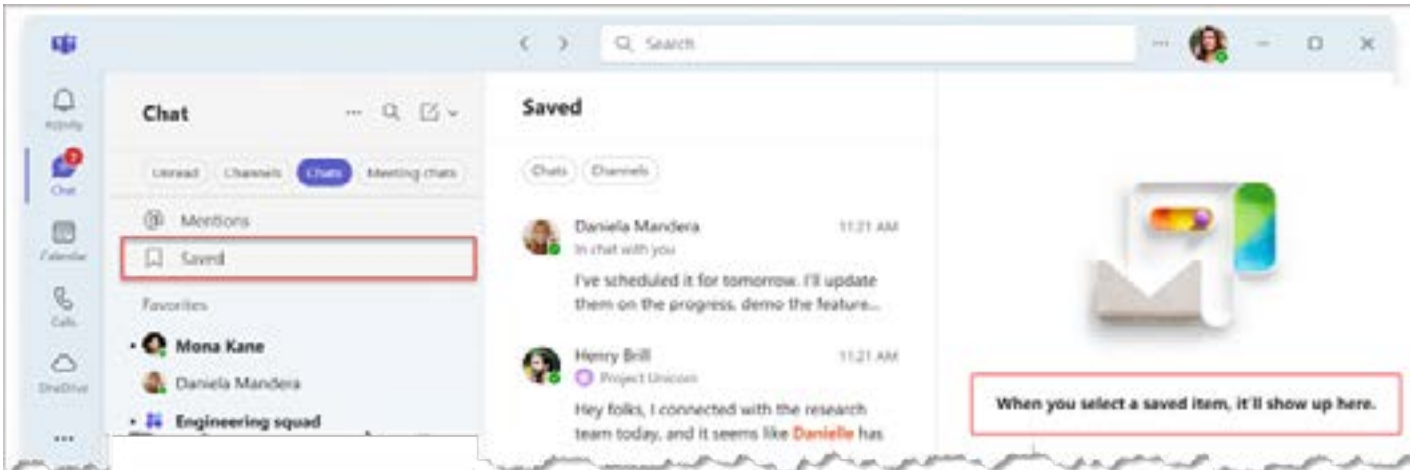
Microsoft Teams: Save Chat and Channel Messages



Quickly get back to important information without having to scroll through lengthy chat or Teams conversations. You can save messages, whether they are posts, replies, or chat messages, and locate them later in the “Saved” view. ***This feature is available today.***

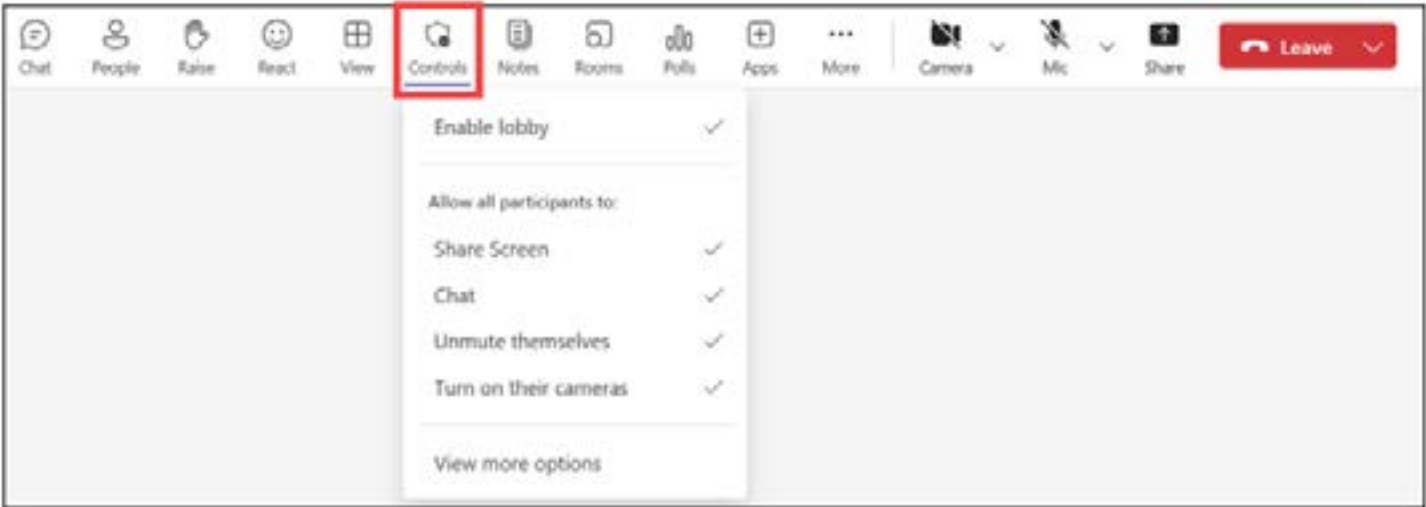
Save a chat or Teams message by selecting the three-dot menu and select “Save this message.”

Once you have saved an item, the “Saved” menu item will appear in the left side panel. Simply click on a saved message to open the full conversation in the right pane, allowing you to review or reply directly.



Microsoft Teams: New Organizer Controls for Meeting Management

Meeting organizers and co-organizers will see a new Organizer Controls icon in the meeting toolbar, replacing the previous Meeting options. This change consolidates meeting management features into a single flyout, making them easier to discover for organizers and co-organizers. This update does not introduce new features but changes how existing ones are accessed.



All organizers can still access additional meeting options by selecting View more options, which opens the classic meeting options window.

Microsoft will start rolling out this new feature on September 30, 2025, and expects it to be completed by October 15, 2025.

Microsoft Outlook: Retirement of Outlook Lite App

The Outlook Lite app will be retired starting October 6th, 2025. After this date, new installations will be blocked. Existing users can continue using the app for a limited time, however a full retirement of the Outlook Lite app is expected within a few months. It is recommended to transition to the Outlook Mobile app, where ongoing Microsoft development and support will continue.

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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