

Microsoft 365 2nd Quarter | 2026



News, Features, & Updates

Cloud File Storage

- Changes to Deleted Files in OneDrive and SharePoint

Microsoft Teams

- New Notes Experience for Meetings
- New Chat Organization Options for Chat
- New Visibility for AI Meeting Assistant Bots for Meetings

Cloud File Storage

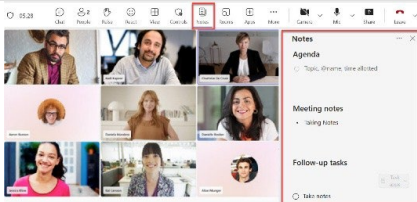
Changes to Deleted Files in OneDrive and SharePoint: Now Available

Microsoft has updated how deleted files are handled in OneDrive and SharePoint. When a file is deleted from **OneDrive or SharePoint**, it will no longer appear in your computer's Recycle Bin (Windows) or Trash (macOS). Instead, deleted files can be found in the appropriate **OneDrive or SharePoint web Recycle Bin for up to 93 days**.

This change helps provide a more consistent file recovery experience by keeping deleted files in a single recovery location. Files deleted directly from your computer will continue to appear in the local Recycle Bin as they do today.

To learn more, visit: [Delete files or folders in OneDrive](#) & [Restore deleted files or folders in OneDrive](#) Microsoft Support articles.

Microsoft Teams



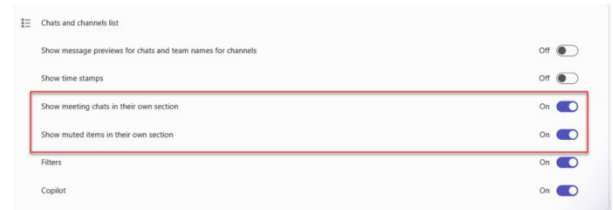
New Notes Experience: Now Available

Teams meeting **Notes** are now available in instant meetings, including **Meet Now** sessions and calls started from chat. This update makes it easier to plan your meeting, take shared notes, and keep track of action items together. Notes stay in sync across Teams, and any tasks you create will appear in **Planner** and **To Do**.

After the meeting, your notes will be easy to find in the Recap tab. This feature is already on, and no action is needed. [Learn more here.](#)

New Chat Organization Options: Available in Late June

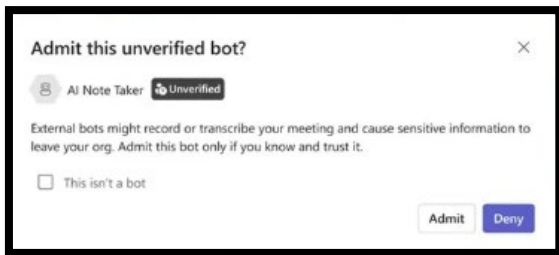
Microsoft is introducing new sections for **Muted Chats** and **Meeting Chats** in Teams. Users may begin seeing these new sections as the feature becomes available.



The **Muted chats** section is enabled by default, and automatically groups muted conversations in a separate section at the bottom of your chat list. The **Meeting chats** section is optional and can be enabled by users who want to organize meeting-related conversations separately from other chats.

To manage these options, select **Settings and more (...)** > **Settings** > **Chats and channels** in Microsoft Teams.

These sections can be turned on or off and reordered based on your preferences. **Unread** messages will continue to appear in **bold** and will not affect notification counts. For additional information on organizing chats and channels in Teams, visit the [Explore the new chat and channels experience in Microsoft Teams](#) support article.



New Visibility for AI Meeting Assistant Bots: Available Mid to Late June

Microsoft Teams is adding new controls to help meeting organizers recognize and manage AI meeting assistant bots that attempt to join meetings. AI meeting assistant bots are automated tools that can record meetings, create transcripts, generate summaries, and capture notes. **When a detected bot attempts to join a Teams meeting**, organizers may see

it identified in the meeting lobby and can choose whether to admit it.

This new capability provides greater visibility into automated participants and helps organizers make informed decisions about who has access to meeting 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.

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