

- Is there an easy way to export content of a chat?
 - Not at this time, however chats are fully searchable
 - Chats are also persistent, so you can go back through and search the chat no matter how old it is
 - Typing Ctrl+F in the search bar when in a specific Chat or Team Channel will search only in that Chat or Channel
 - You can save a message by hovering over the message and clicking the ellipsis and clicking “Save Message”
- What is the best way to bring together a group of external vendors and project team members who need to meet at scheduled and non-scheduled times?
 - For meeting with external people, probably best to not start a meeting via a chat. The chat is built for internal conversations
 - Best to use a Team or a Meeting for meeting with external people
- Can a chat be converted into a Team?
 - Individual Chats cannot be converted into a Team
- Is there a way to open the file from teams where it opens in Excel or Word program, and not in Teams?
 - When you hover over the file and click the ellipsis, you can select to open it in the desktop app of your choice
 - Also, if you open the doc initially in Teams, there is a button at the top that says, “Open in Desktop App”, which will do the same thing
 - Any changes you make even when opened in the Desktop App will automatically be saved to the document in the cloud
- What are some of the most beneficial add-ons for UK Teams?
 - This can be very dependent on what you are using Teams for. Microsoft OneNote, Microsoft Planner, Microsoft Tasks, are all very useful applications. Some non-Microsoft Apps like Polly for polling can be very useful as well.
- We use Zoom almost exclusively in our office for meetings currently. Is this tool meant to replace Zoom or just augment it?
 - This is a completely separate platform from Zoom. This does not replace Zoom; however, it does have a lot of features and tie-ins to Microsoft that Zoom does not have
- When you add members to a Team, do they automatically see all the chat history? I know when you add people to a chat you can set whether they see the history or not but was not sure about in a Team or channel.
 - They will see the entire chat history and will have access to any files that have been shared for any standard channel in the team.
- Can I get a default set so trusted orgs don't have to go through the lobby?
 - After creating the meeting, you can click on Meeting Options in that meeting and set different options for the lobby setup
- Can we delete chat history?
 - You can hide a chat thread by hovering over the chat and clicking the ellipsis and clicking “Hide”
 - You can go in and delete an individual comment from a chat thread on a one-by-one basis