**Collaborate in Teams**

**@mention someone**

An @mention is like a tap on the shoulder — a way to get someone's attention in a channel conversation or a chat.

1. In the box where you type your message, type **@**, then type the first few letters of the person’s name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.

Each person you @mention gets a notification in their **Activity** feed. Check for a red circle next to **Activity**  right now to see if someone has @mentioned you!



**Stay on top of things**

Notifications let you know when someone @mentions you, likes something you’ve posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Click **Activity**  .



Filter

1. **Feed** shows you a summary of everything that's happened in the channels you follow.
	* Click **Filter**  to show only certain types of notifications such as @mentions or reactions.
	* Select **Feed** > **My Activity** to see a list of everything you've been up to lately in Teams.



**Search for messages, people, or files**

Searches cover your entire organization — all the teams and channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.



Filters