

Tech Alert

Create a Task from a Message in Microsoft Teams

INTELLIGENT OFFICE

What is coming soon?

A new feature is coming to Microsoft Teams that enables you to quickly create a task from any chat or channel conversation.

You won't need to switch apps or windows, simply select **More options** on a message and choose **Create task**.

This automatically creates a new task, which you can modify and track in the Tasks app, within Microsoft Teams.

A link to the original message or post will also be included in the task to provide context.

What are the benefits?

The integration of task creation in messages enables you to identify tasks that arise naturally in Teams conversations. This process also streamlines your day by reducing the need to manually enter each new task.

Products: Microsoft Teams, Microsoft Planner

Cloud Instance: Worldwide (Standard Multi-Tenant)

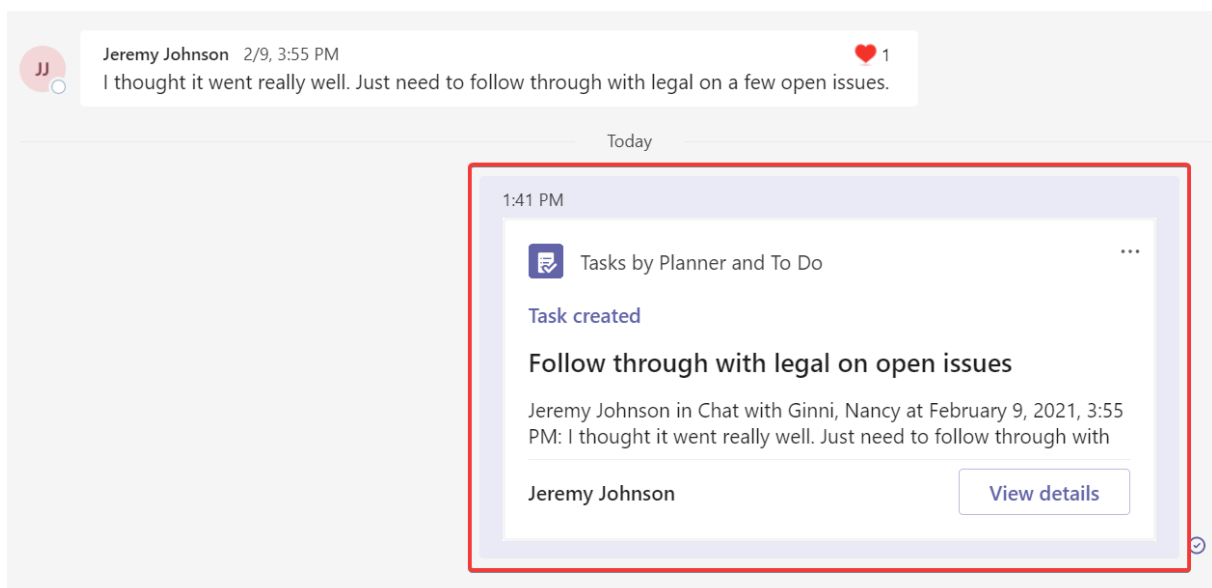
Release Phase: General Availability

Status: In Development

Release: May 2021

What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration. Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.



About us

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