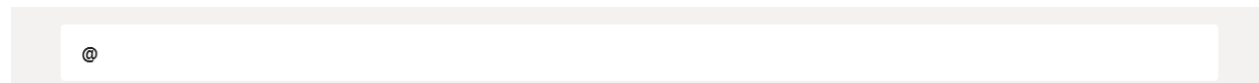


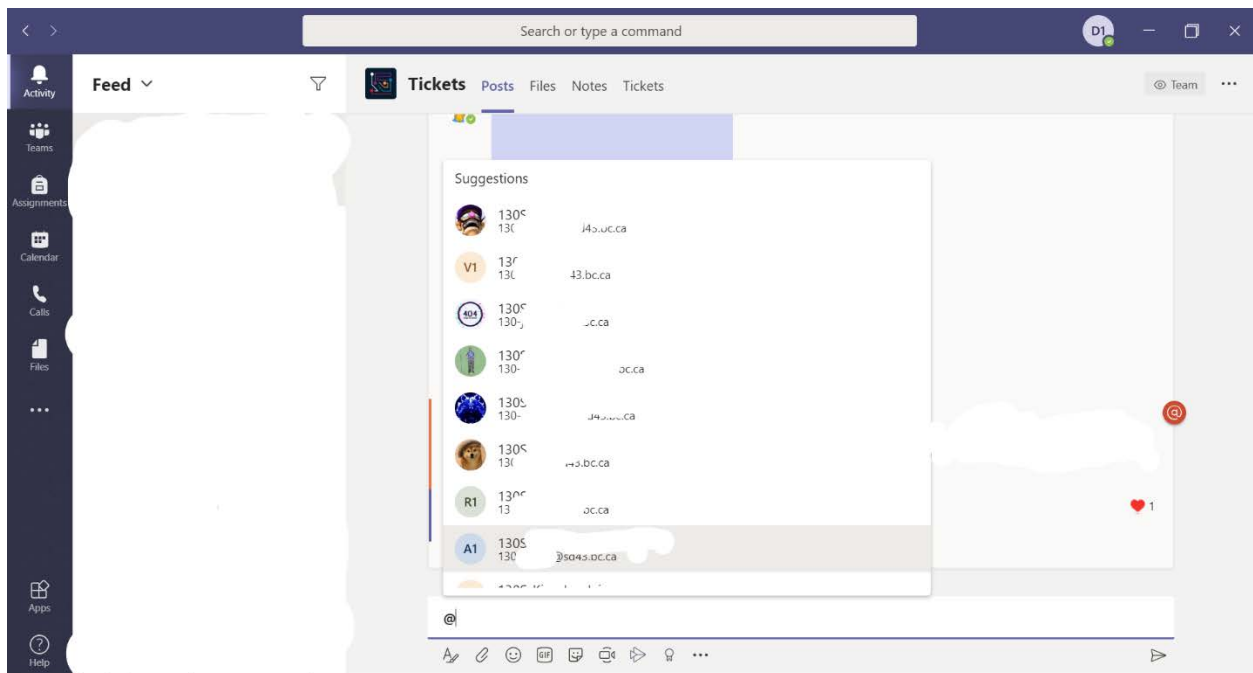
## How to Use and Check mentions On Teams

Mentions are things that can be used to alert a person or group of people that you are trying to talk to. This will be a tutorial on how to use mentions as well as check your mentions sent by other people on Microsoft teams.

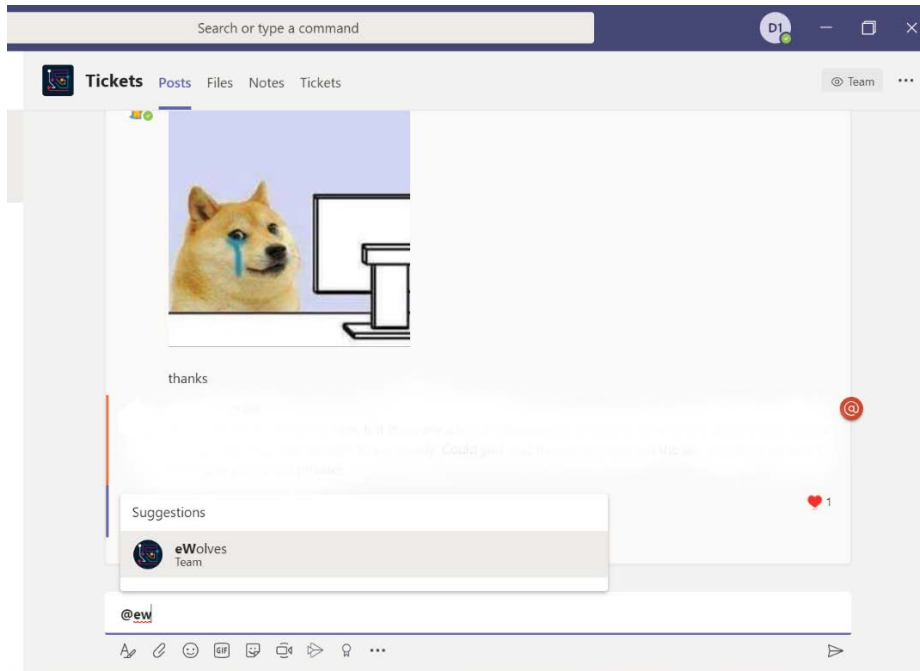
The first thing you must do when mentioning a person or group in teams, or most other applications, is type @. The way that you do this is by holding down shift and pressing 2.



Once you do this you can type the name of the person you want to mention and/or simply press the name on the list of suggestions that should pop up.

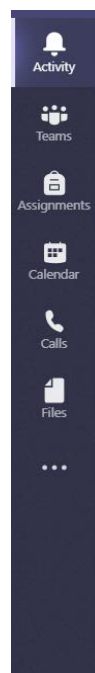


You can also mention a larger group by typing in the name of the channel or team after the @ sign which will notify every person in that channel or team.

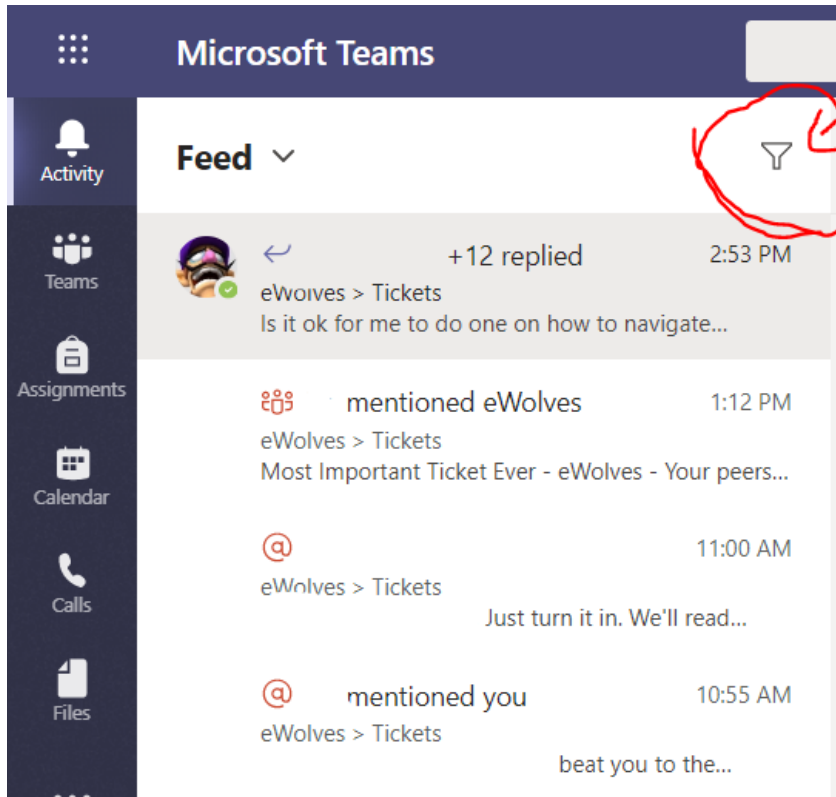


## How to Check your Mentions

One way to check your mentions from other people is to filter your feed to display mentions. You do this by first clicking the Activity tab on the left of your screen.



Then click on the filter button next to where it says feed near the top of the screen.



Finally, click the three little dots and change the filter to mentions. This will allow you to see all your recent mentions from other people.

