Microsoft

Threads Layout in Teams Channels

Microsoft Teams now offers a new threads layout in channels, allowing you to have conversations in channels with an interface that looks and feels similar to group chats.

The new layout encourages immediate back-and-forth communication and easier collaboration, while maintaining all the benefits of durable collaboration that channels offer.

Key benefits:

- **Frictionless collaboration**: Provide a more collaborative, free flowing layout for conversation in channels (no need to create a post to start a conversation).
- **Depth without distraction:** Provide a way for you to have deeper conversations on subtopics without disrupting the main conversation.
- **Focus on relevance:** The new *Follow* gesture helps you stay focused by collecting important threads—manually or auto-followed—in the *Followed threads* quick view at the top of your Chat list.

To explore best practices in more detail, refer to the <u>Best Practices Guide</u>.

Creating or Converting to a Threads Channel

To create a new threads channel, go to a team and select **More options** > **Add channel**, then select **Threads** as the layout.

To convert an existing channel from posts to threads, go to the channel, select **More options** > **Manage channel**. This action is only available to those with the right permissions. The layout of the channel can be switched back and forth between threaded and post-reply whenever. For more info on how to create a channel, go to <u>Create a standard</u>, private, or shared channel in <u>Microsoft Teams</u>











Replying in a Thread

Start a thread by hovering over a message and click **Reply in thread**. The side pane will open, and you will be able to compose a reply in the thread. Upon sending, the message will render as a reply in the right pane.











Coming soon: You may also share a message to thread and channel. This is helpful for when you want to share the outcome of a discussion or update everyone on a decision. Once sent, the message will appear in both the reply chain and main canvas. Any future replies will stay neatly organized in the one thread.







Re-accessing a Thread

You can re-access threads all created threads in a channel via the thread list entry point, located in the upper right corner. Upon selecting the entry point, the thread list will display a list of all the threads in the given channel. Threads bold to display unread activity, and are re-ordered by recency of replies, with the threads with newest replies at the top of the list.









Following a Thread

There will be a new gesture, "Follow thread". This provides the option to follow threads in order to receive updates. A thread can be followed automatically or manually.

- A thread will be **automatically** followed if you are the author of the root message, if you replies in the thread or if you are @mentioned in the thread. You can adjust this in your Teams Settings > Notifications.
- A thread can be manually followed by selecting the "follow thread" entry point...
 - From the message actions: Hover over a message, click on the "...", and select Follow Thread.
 - From the main canvas: Hover over existing replies on a thread, and select Follow Thread.
 - From the right pane thread view: click on the "..." in the header to find Follow thread.









You can also configure your settings to Follow all threads in a channel of particular interest to you. Click on the "…" menu next to the channel name and select Channel notifications. From there, toggle Follow all toggle so that it's on.



Catching up and Triage

To see all your followed threads across all channels at a glance, navigate to the Followed Threads section at the top of the adaptive rail on the left. Here, you will see a preview of each followed thread. Threads in this view will be ordered based on time of most recent reply and will bold to indicate unread messages.





Schedule Channel Meetings

In threaded channels, you will have the option to schedule meetings. All meeting conversations will have their own thread within the channel. To have the meeting show up on relevant people's Outlook calendars, make sure to manually select each relevant attendee during meeting creation.







You will be able to start a Meet Now for an audio-first synchronous gathering space. Click on the Meet Now button and anyone else can drop in. This does not call anyone in. The conversation in that Meet Now chat will be a separate thread in the channel for easy organization.

Adjusting Notification Settings

There are two ways to adjust your settings for Threaded channels.

First, you can configure through Teams settings, and this will apply to all your channels. Go to Notifications and activity, and scroll down to Chats and channels.

R R	0	< > Q Search
Q Activity	Settings ···· Q 🗹 🗸	Chats and channels
Chat Chat Calendar Calendar Cales Cales ConeDrive Copellot	 General Appearance Chats and channels Notifications and activity Accounts and orgs Privacy Accessibility Devices Calls Files and links App permissions Recognition 	Suggestions for hiding inactive channels Periodically get suggestions to hide channels you're not very active in. Get suggestions now On On On On On C N Threads
(† Apps		Automatically follow threads in threaded layout channels To choose how you get notified, go to <u>Beplies to followed threads and posts</u> Threads shared from my messages Threads I'm part of Threads where I'm @mentioned
		Replies for my performance up to <u>import 10 notived intention and posts</u> Replies i'm part of Replies where i'm @mentioned

Second, you can configure a particular channel's settings. Go to the "…" menu on the channel in the Chat list, and click on Channel notifications.





Compatibility with Different Layout Views

If you do not yet have the most recent threading experience, you will see the new chat layout channels as the traditional post-reply channels. This may cause some posts to render out of order, may cause some issues with bolding of the channel, and may cause some issues with notifications.

If not everyone has the newest chat layout experience, changing the channel to a post layout using the Edit Channel options would ensure that all you have the same view.



