



MICROSOFT TEAMS

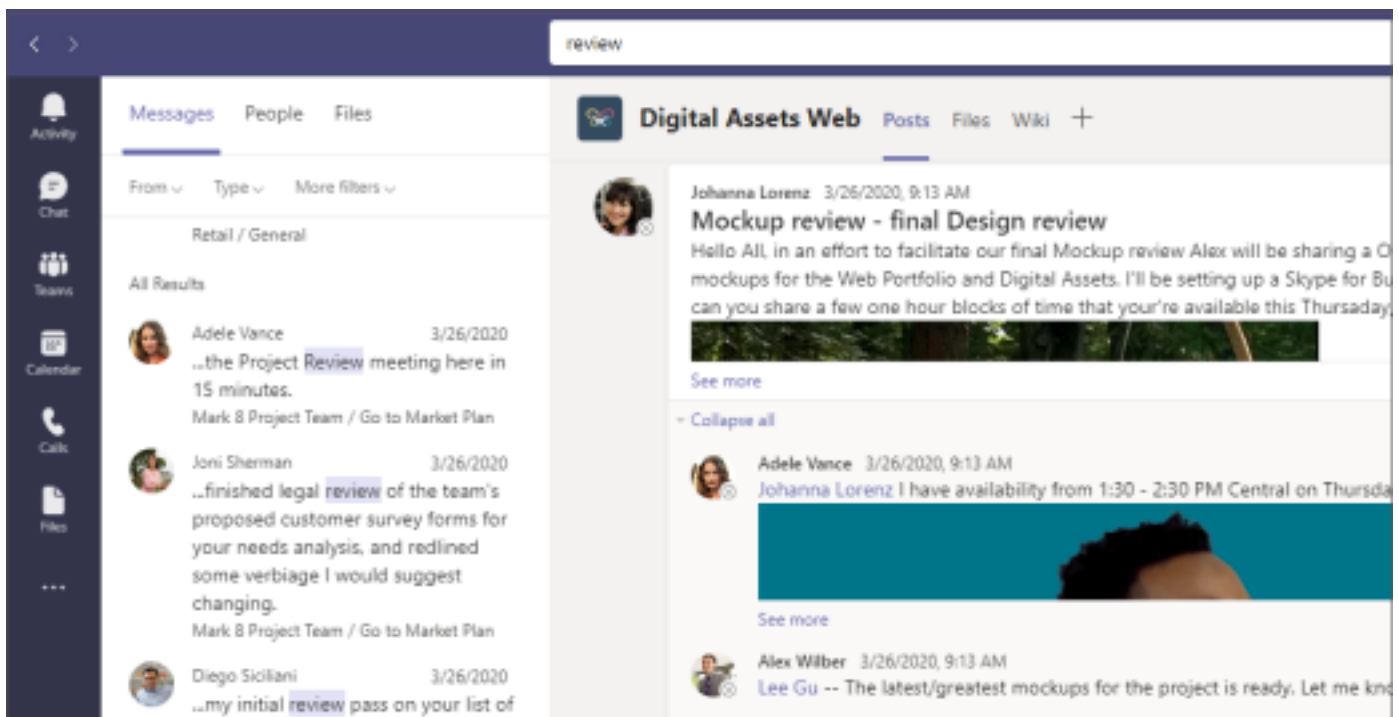
KNOWLEDGE BASE

FINDING AND RESUMING A PREVIOUS CONVERSATION (DESKTOP)


In Teams, it's easy to find and resume a previous conversation by using a keyword or name search.

Find a previous message

All your old messages are saved, and you can search for them (and people, chats, and files) by using the search box at the top of your screen. Choose the conversation that you want to resume.



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To search for an attachment, look in the **Files** tab above your search results. Select **Filter**  to narrow your results.

View saved messages

To view your saved messages, select your profile picture at the upper-right, then choose **Saved**.

