

Edit and delete messages Video Transcript:

Posting a message in a conversation on Teams is not necessarily a final action. You do have some options for editing and deleting messages even after you've sent them. If you point your mouse cursor at a message that has already been posted, a few buttons appear over here on the right. I wanna click on the button with the three little dots which opens up this menu. When you look at this, you will probably see more options in this menu than what I have here. They have updated Teams to add a few more options here since I originally recorded this movie, but you will probably only see four or so options including mark as read. But if I open this menu on a message that I posted myself, I also see the options to edit or delete the message. So only on messages that I've sent, I can edit and delete them to fix mistakes. However, there is an administrator option that is disabled by default that would allow owners to delete messages posted by other members. If that option were turned on, only somebody who is an owner of a team could click on a message posted by somebody else and would have the option to delete it. If you need that option enabled for your organization, then you need to request that from your administrator. But let's stick with the defaults and see what I can do to a message that I post myself. First, I'm going to post a new message and I'm going to reply to this thread here and I'll type in my message and I'll hit the Send button to post it. Now after posting a message like this, I might decide that I phrased this response badly and it might be interpreted as a little rude. That's a case where I might want to delete the message or just make a change. So since I did post the message, I can point at it, open up this menu, and I've got the options to both edit or delete it. Let's start by editing it and I'm going to change my phrasing here. And when I'm finished, I just hit the Send button as normal and now my edited message is here. But you should also notice that there's now a little flag here that says, "This message has been edited." So everybody else in this conversation can see that I've made some change here even if they cannot see the original message. And if I decide I just want to delete this message entirely, of course I can point at it, open up this menu, choose the Delete option, and that message has now been deleted, but it does still show up here in the conversation. There is still a line here that shows people that there was a message here but it has been deleted so people will be able to see that something was here but it's not there anymore. So remember when you send a message, it's not final. Editing and deleting messages can be pretty important. Just remember that your teammates will be able to see that something has been edited or deleted even if they don't see the original message.