# Lesson 8:  Microsoft Teams Managing Chats

Supporting video:  https://www.youtube.com/watch?v=I1vTrckkVMk

**Marking a chat as a favorite:**   You can **pin** a favorite, so it stays at the top of your chat history. Pinned chats will appear under the "Pinned" heading.

1. Click on a particular chat and tap the **More Options** button.  It's the button with 3 dots.
2. Choose **Pin** from the More Options menu.  (Choose Unpin to remove it from your favorites.)

**Mute a chat:**  Sometimes notifications for busy chats become bothersome.   You can mute a chat. New chats will still appear in the chat thread, but you won't receive notifications.

1. Click on a particular chat and tap the **More Options** button (…)
2. Choose **Mute** from the More Options menu.   (Or Unmute to reenable notifications on a previously muted chat. ) The chat pictured below has been muted.   Note the gray bell has been crossed out to the left of the chat name.

**Hide a chat:**   If you chat a lot, the chat list can get cluttered.   Follow these instructions to hide an old chat.  A hidden chat will reappear when new chats are added to the previous history.

1. Click on a particular chat and tap the **More Options** button (…)
2. Choose **Hide** from the More Options menu.   (Or Unmute to enable notifications on a previously muted chat. ) The chat pictured below has been muted.   Note the gray bell has been crossed out to the left of the chat name.