

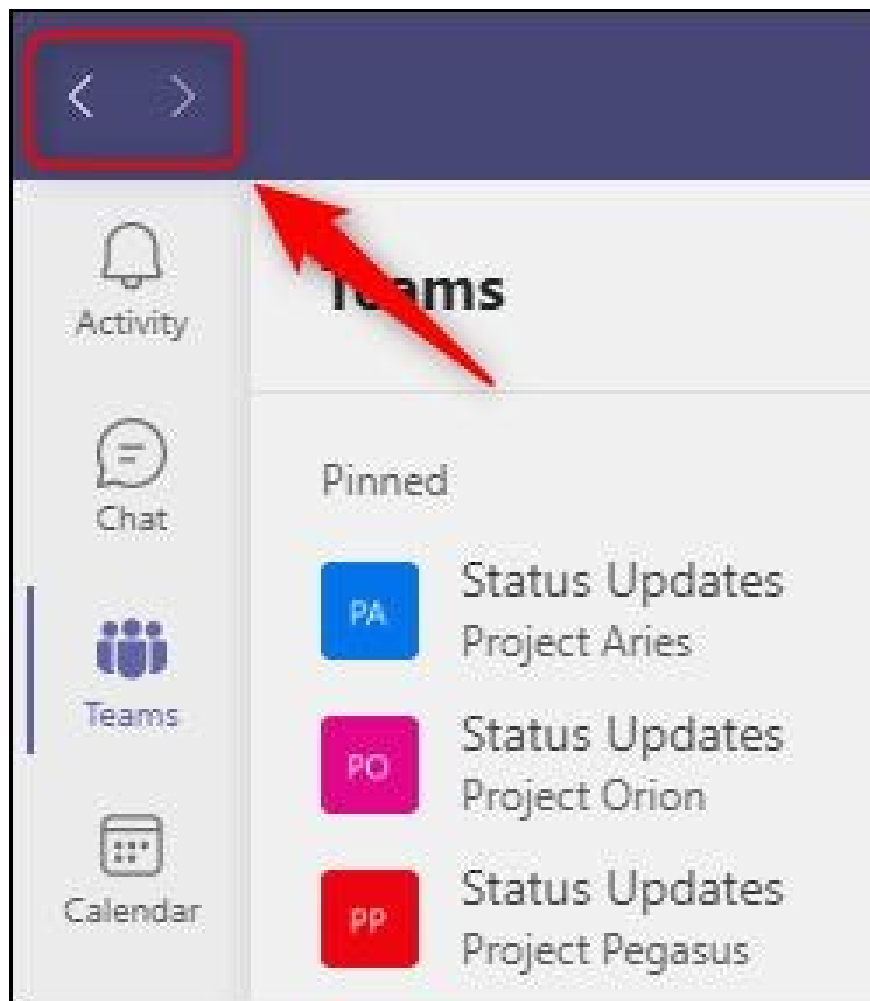
How to reopen previously visited locations in Microsoft Teams

In Microsoft Teams there is a dedicated 'access history' list, which lists the 12 most recently visited locations on your Teams account.

If you regularly use Microsoft Teams to communicate with friends, colleagues or partners, you will find your Teams interface quickly turning into a 'mess' filled with groups, channels, tabs, chats and online meeting. At this point, remembering or reopening a location that I have visited sounds quite difficult.

However, in Microsoft Teams there is a dedicated 'access history' list, which lists the 12 most recently visited locations on your Teams account, as well as returns to the visited location most recent. This feature is especially useful in the event that you need to access a file again or review a message you sent not long ago.

If you're familiar with the back and forward arrow buttons (navigation arrows) in a web browser, this Microsoft Teams feature should work similarly. It's right there in the top left corner of the Teams window that you sometimes don't notice.



Usage is also extremely simple, you just need to click the arrow " (<) (less than sign) to return to the last location you visited in Microsoft Teams. Otherwise, you just need to click on the '>' button (greater than sign) to return to the current position.

What about the list of 12 most recently visited locations? By default, the 'History' menu is hidden. To view it, simply hover your cursor over the top navigation buttons, and the system will automatically display a menu of the last 12 locations you visited.

Click on the location you want to access, and it will be opened immediately. Sometimes, using this History menu can get you back into a team or channel on Teams much faster.

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