

## #26 — The Left Rail: A Closet Full of Hidden Treasure

If you've ever opened Microsoft Teams and glanced at the column of icons on the left side — the *left rail* — you might have done what most of us do:

Noticed a few familiar things... Ignored the rest... And moved on with your day.

But here's the quiet truth:

🎯 The left rail is a little like a closet you've walked past a hundred times without ever opening the door.

And inside? There's more treasure than you'd expect.

Not treasure in the “new feature!” sense. Treasure in the “oh... this actually makes my day easier” sense.

Let's open the door just a crack.

Not to explore every shelf — that's not the goal — but to notice a few things worth knowing are in there.

### Chat — The familiar doorway

This is the part everyone already knows.

Chat is the hallway conversation. The quick question. The “got a minute?” moment.

It's familiar, comfortable, and a perfectly fine place to start.

But it's only the first shelf in the closet.

### Teams — The room where work actually lives

If Chat is the hallway, **Teams** is the room where the real work happens.

Channels. Shared files. Ongoing conversations that don't disappear.

Most people don't realize how much calmer work feels once it has a place to live — a table you can come back to instead of a thread that scrolls away.

Teams is that place.

### **Calendar — The rhythm of your day, all in one place**

Your meetings, classes, office hours — all right here.

No bouncing between apps. No wondering which link goes with which meeting.

Just one calendar that knows where you need to be.

### **OneDrive — The hidden gem in the closet**

This one surprises almost everyone.

Yes — OneDrive is in Teams.

Right there on the left rail.

Your personal files. Your drafts. Your work-in-progress. Your “I need this later” folder.

All inside the same place where your conversations and meetings already live.

Once you see it, it’s hard to unsee:

Teams isn’t just a communication tool. It’s the front door to your digital workspace.

### **A closing thought**

I’m not trying to explain every item in the closet. That would be overwhelming — and unnecessary.

What matters is simply knowing the closet exists. That there’s more here than chat and meetings. That some of the tools you already use — and some you didn’t realize you had — are sitting quietly on the left rail, waiting to make your day a little easier.

We’ll explore a few of them over time. Gently. One small treasure at a time.

**#AllSuttonedUp**