

#27 – The Quiet Closet in Teams

Last time, we opened the door to the left rail in Microsoft Teams—the place where a lot of everyday work quietly lives.

Today, I want to step just a little farther inside.

 Think of the left rail like a small hallway closet.

Nothing flashy. Nothing complicated.

But full of the things you reach for again and again once you know they're there.

At the very top is that little 3×3 grid of dots—sometimes called the waffle.

It's a small reminder that Teams isn't alone. It's part of a bigger, connected space where your files, apps, and conversations all live together.

Just below that is the Activity bell.

And this one matters more than it looks.

Because instead of checking every chat, every channel, and every message... the Activity view gently gathers what actually needs your attention and puts it in one calm place.

★ Less searching.

★ Less wondering what you missed.

★ Less mental noise.

Small discoveries like this don't feel dramatic in the moment.

But over time, they make the day a little lighter—and the work a little clearer.

And that's often where real progress hides:

not in big new tools, but in quietly understanding the ones already in front of us.

Next time, we'll keep exploring the left rail and open another small door together.

[#AllSuttonedUp](#)