Tags in Teams allow users to connect with a subset of people quickly and easily on a team. Create and assign custom tags to categorize people based on attributes, such as role, project, skill, or location.

Creating and Managing Tags in Teams - Desktop

1. Log into Teams and select the Team of your choice if you are an owner of multiple Teams.
2. Click on the Ellipsis to the right of your Team name.
3. Select Manage Tags.
4. If there are not tags in the Team, click Create Tag, in the Create a New Tag box, enter a tag name and add People.
5. Click Create after adding People of your choice.
6. Your Tag has now been created and should be displayed.