

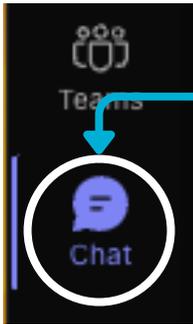


Microsoft Teams Chat Guide

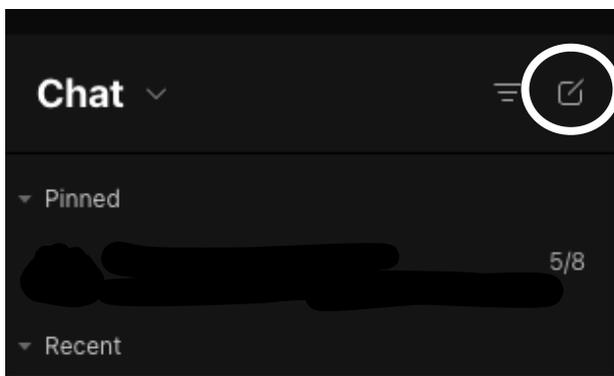
Teams is not only a videoconferencing platform but is also a great tool to quickly chat with others in a one-on-one setting or in a group setting.

For more information about Chat, [please click here](#).

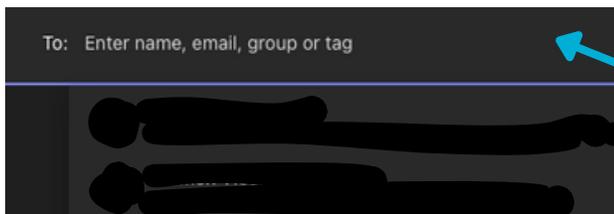
Here's how to start a Chat with others:



1. In the Teams app, click on Chat on the left rail



2. Click on the new Chat button



3. Type in the name(s) or email(s) of the people that you want to chat with.

PRO TIP #1

Did you already start chatting with that person or group? Teams will automatically jump to that existing chat so that you can keep chatting with that person.

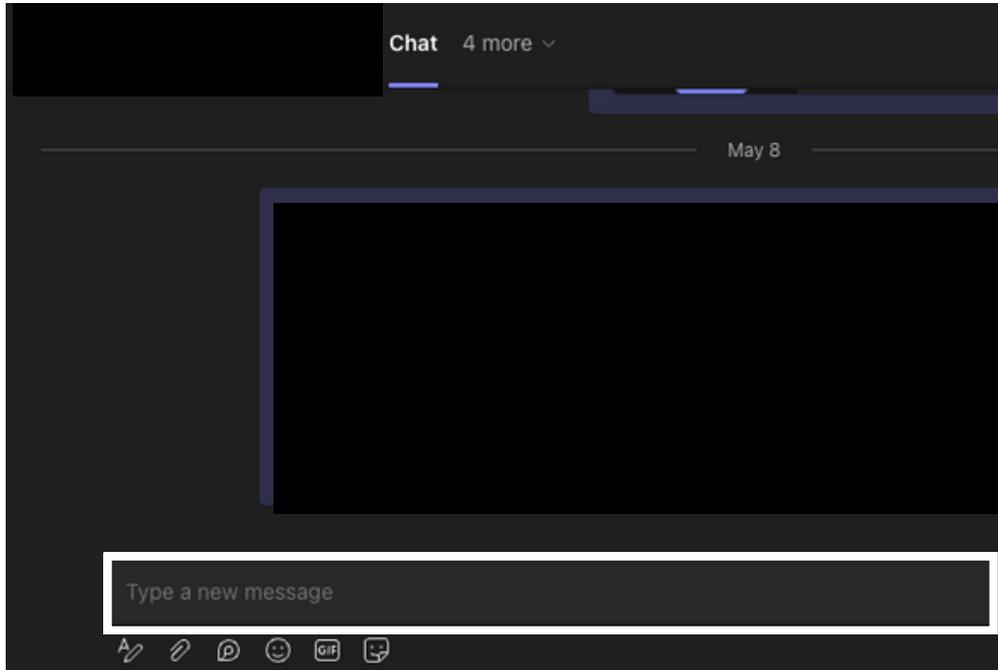
PRO TIP #2

Did you know you can chat with yourself? This is a great place to play around with Chat and get comfortable with the functionality. Simply put your name in the To: box.



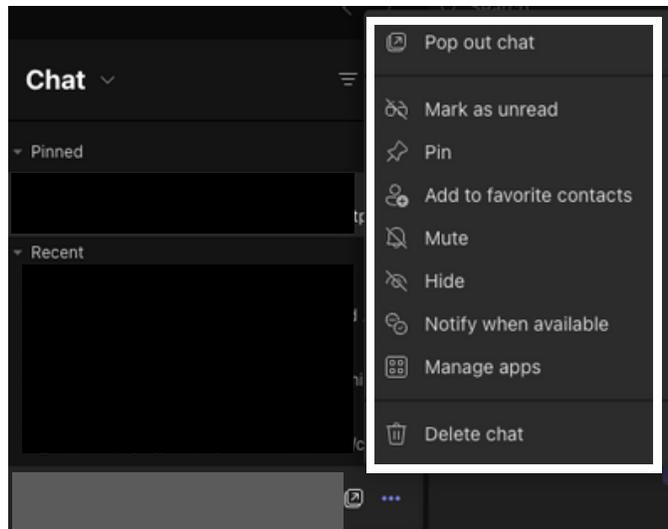
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4. Type your message and press Enter to send the message.



You can format your message, attach documents, or add emojis and GIFs to your chat message using the buttons at the bottom. Try it out!

Right clicking on a chat will give you many options to manage your chats, such as pinning chats at the top, muting a chat, or deleting a chat.



For additional support, visit the [Zoom to Teams Transition page on the CMS website.](#)