## Microsoft Teams

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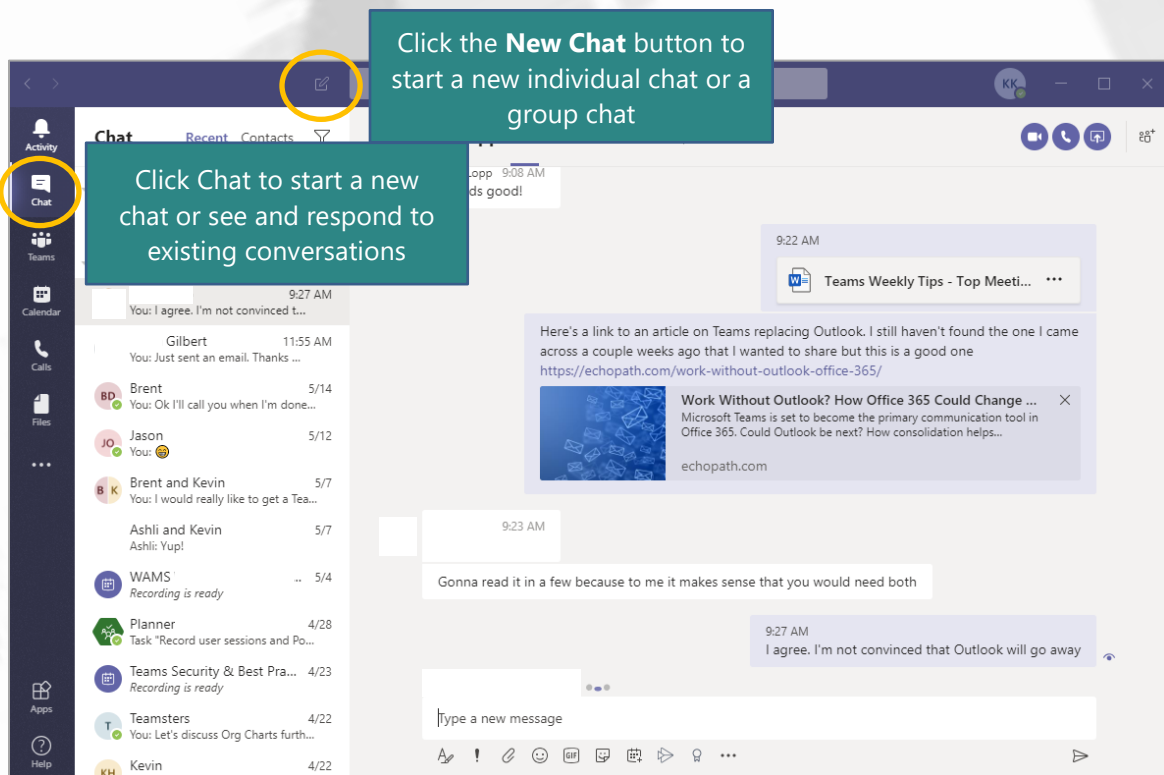### Let's Chat About Microsoft Teams Chat

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*It's more than an instant messaging or texting app:*

- Communicate with individuals or groups

- Share documents and files and start meetings from the Chat feature

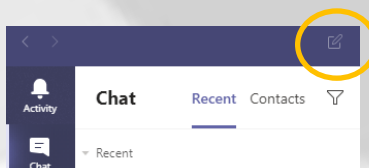- All features can be used on the desktop app, phone, iPad or notepad

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### How To Use Microsoft Chat

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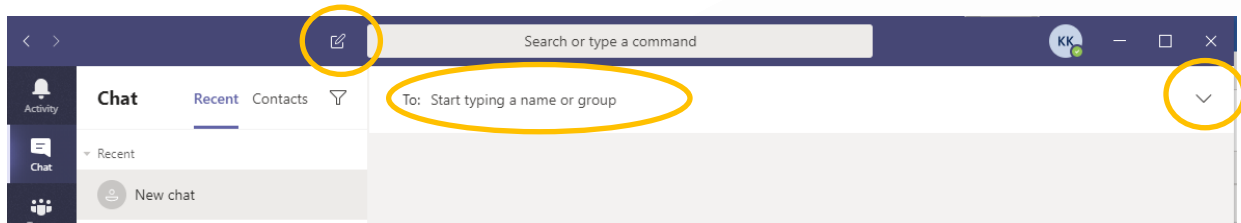From the desktop application select **Chat** on the left side of the window

Click the **New Chat** button to start a new individual chat or a group chat

Click Chat to start a new chat or see and respond to existing conversations



1.  Click **New Chat** at the top of the screen to start a new individual or group chat

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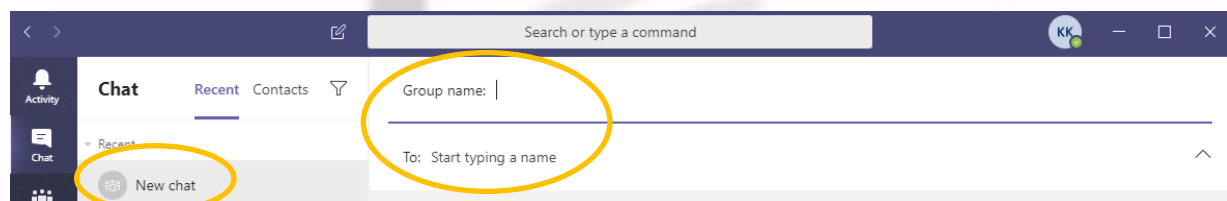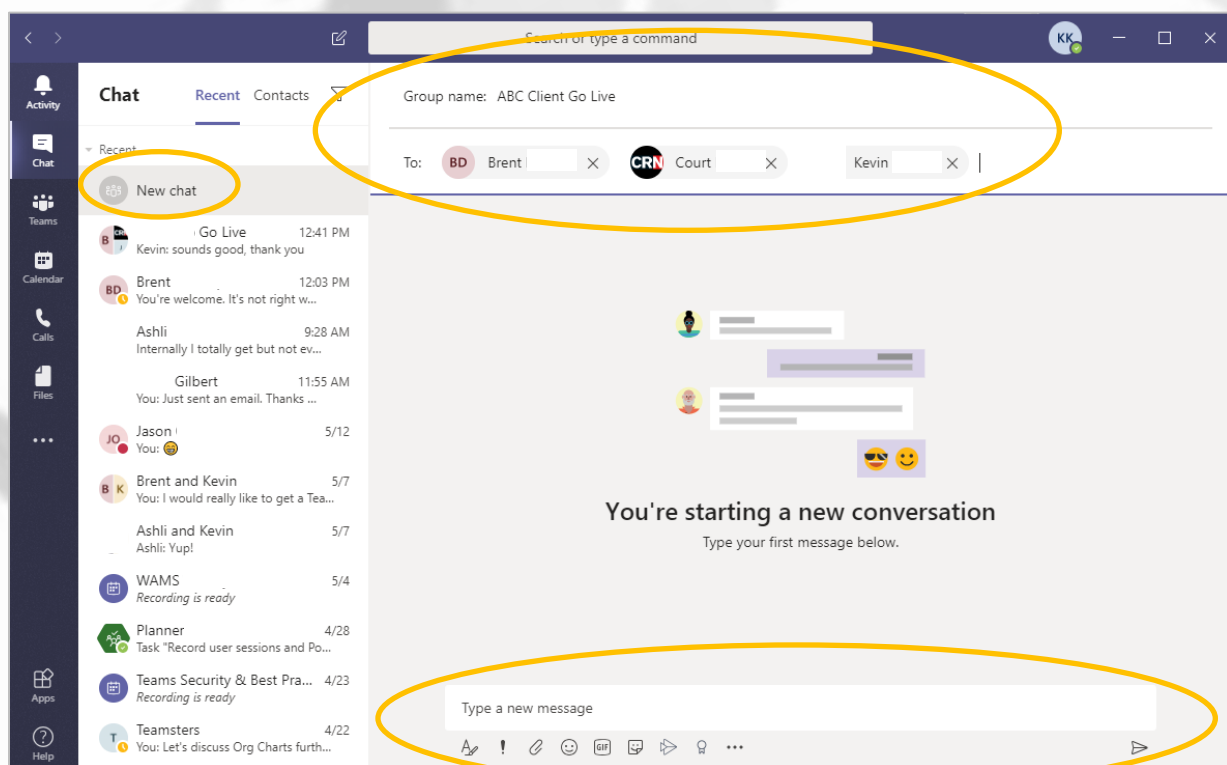***Your Technology Is Our Business, Since 1974.***

2.     Enter the name of someone in your organization you want to start a new chat with

3.     To create a group and name the group, select the drop down arrow on the right



4.     Enter a **Group name** and then start typing the names of people you want to include in the group



5.     After you enter the **Group Name** type the names of the people to add to the group



6.     Now you can type messages to the individual or group you just added

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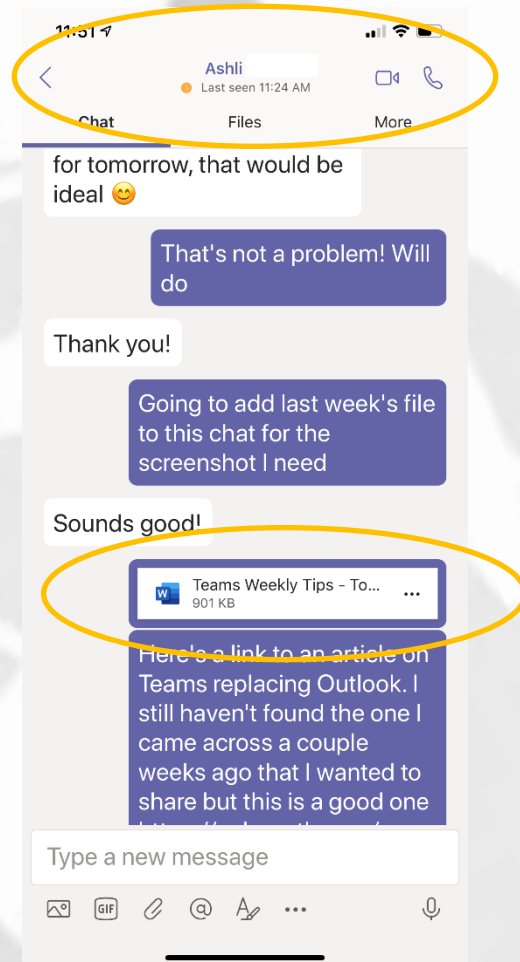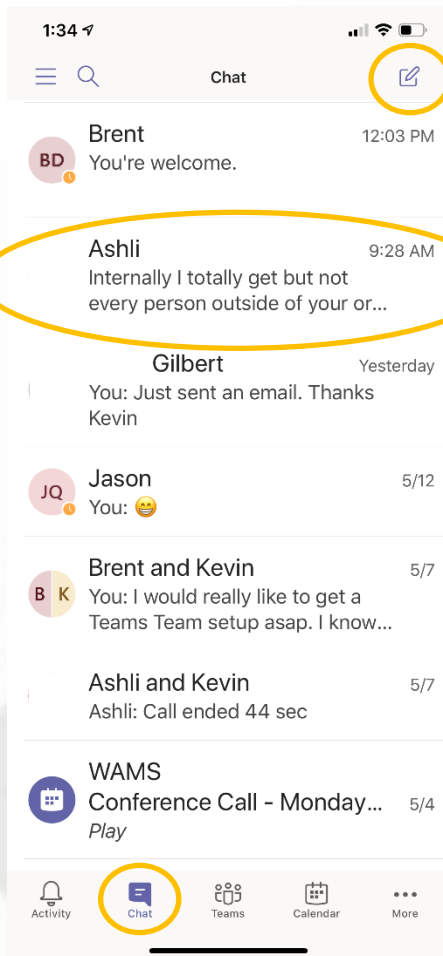
**Microsoft Teams**

## Chat From Phone, iPad or Tablet

Open the Teams App on your device

1. Select **Chat** and you will see all the conversations and options are the same in the app as they are in the desktop version



2. Locate the chat you want to read or respond to
3. Everything is synchronized!
4. *You can even open documents and links you added from your desktop on your device or add new links and documents from your device app!*

## More Features and Tips On Microsoft Teams Chat Coming Next Week!

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