

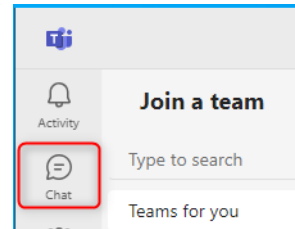
Microsoft Teams Chat Quick Reference



Use Chat in Microsoft Teams

Send messages in MS Teams with Chat.

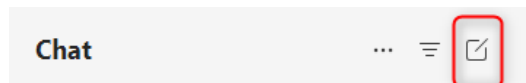
After logging into MS Teams, select the Chat icon.



Start a Chat

1. Select the **New Chat** icon at the top.
2. Click into the **To:** field.
3. Select a name from the available list or search by entering a
 - a. Name
 - b. Email address
 - c. Group or tag

To: Enter name, email, group or tag



4. Click into the **"Type a message"** field at the bottom of the window and enter your message.

Type a message

5. Use the **Enter** key or select **Send** to send the chat.

Type a message

Need to find a previous chat? All your chats are listed in Pinned or Recent.

