Chats
To start a new chat, click this icon, or search for the recipient’s name in the search bar.

Files shared in the chat are available permanently in the Files tab here.

Previous chats are stored here. You can also search for a person and click on their name to bring up your chat history.

Commonly used conversations can be pinned to the top of your chat history. Hover over a recent chat, click on the “…” that appears, and select Pin to pin that conversation to the top of your chat history.

Files shared in the chat are available permanently in the Files tab here.

Starting a new audio or video call from a chat is as simple as one mouse click; just click on the appropriate icon.

To add one or more people to your chat, click on the add participant button. It will become/go to a conversation for that specific group.

Chats can be popped out to a new window, click on the “…” and choose Pop out chat.

Type your message. Use the toolbar options to customize your comment. You can use the rich text editor, mark chats with urgency, send emojis and stickers, use GIFs, schedule a meeting, send praise, and more!

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If you are using Chat for the first time, you may be notified about Read receipts. You can edit the settings at this time or always change them later by clicking on your Profile Image > Settings > Privacy.
Starting a New Chat With Multiple Participants

To add multiple people to a conversation, start a new chat and then type in each participant’s name, just like you would if composing a new email.
Deleting an Individual Chat Message

You cannot delete an entire Chat conversation, but you can delete an individual Chat message that you sent. Hover over the message to display the Message Options, click on the “...”, and select Delete.
Pinning a Chat

To Pin a Chat conversation for easy access, just hover over a conversation, click on the “…” that appears for that conversation, and select Pin. This conversation will now stay at the top of your chat history.
To hide a Chat conversation, just hover over the conversation, click on the “…” that appears for that conversation, and click Hide. If you Hide a conversation, it will no longer appear in your recent chats. It will be restored if you start a chat with the same contact.
Leaving a Group Chat

To Leave a Group Chat conversation, just hover over the conversation, click on the “...” that appears for that conversation, and select Leave. You will keep access to the previous chat history and be able to access the files, but you will not be able to send or view new messages.
Accessing Chat Files

Teams Chat makes it very easy to share and collaborate on files with an individual or a small group of people. To access these files, simply click on the Files tab in the conversation.

To add new files to a conversation, click on the Share button.

To open, download, or get a link to files, click on the “…” for the file and select the appropriate option.