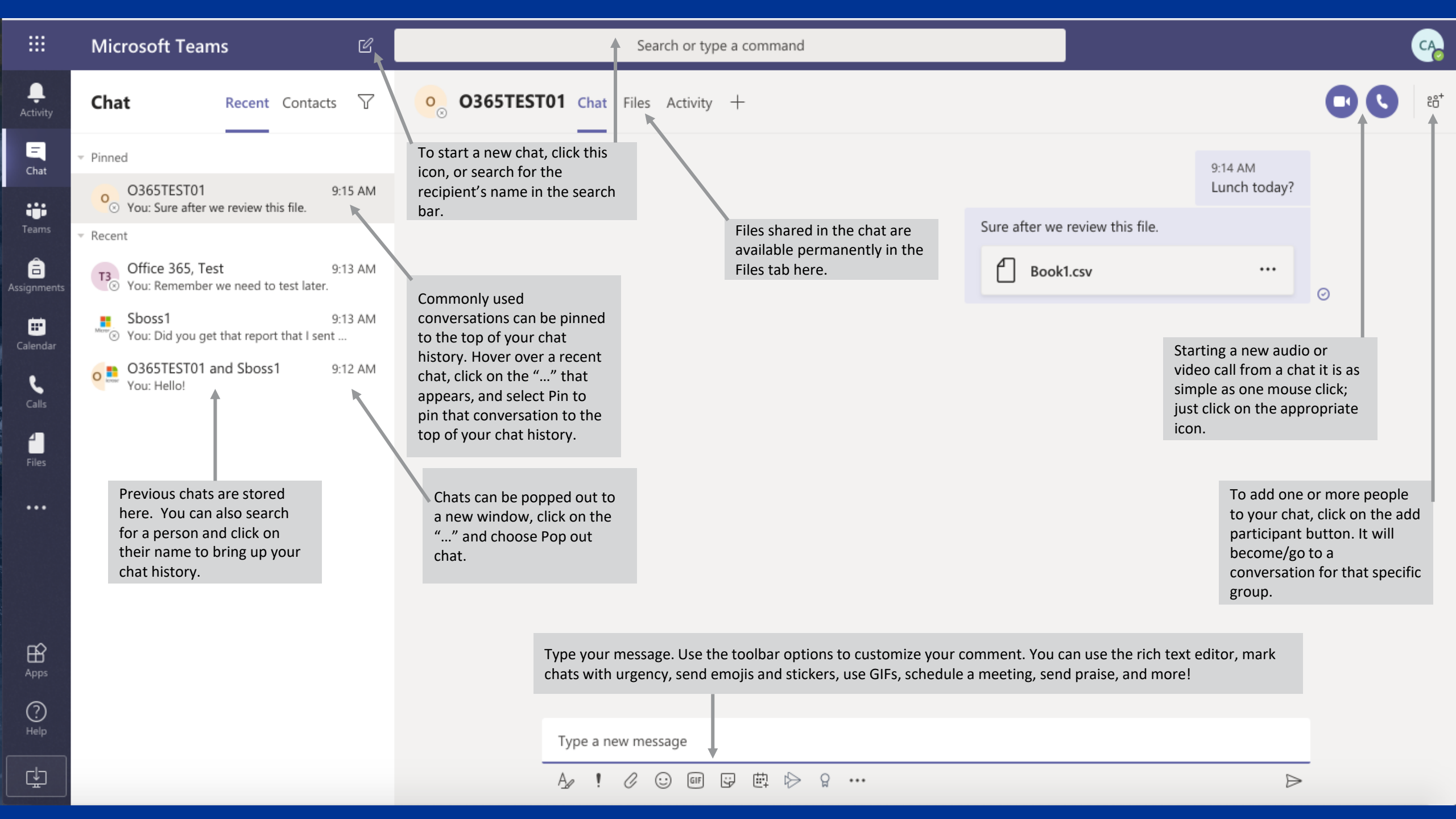


Chats



Microsoft Teams



Search or type a command



Chat

Recent

Contacts



O365TEST01

Chat

Files

Activity



Pinned



O365TEST01

You: Sure after we review this file.

9:15 AM

Recent



Office 365, Test

You: Remember we need to test later.

9:13 AM



Sboss1

You: Did you get that report that I sent ...

9:13 AM



O365TEST01 and Sboss1

You: Hello!

9:12 AM

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.

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.

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

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

Sure after we review this file.



Book1.csv



9:14 AM
Lunch today?

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

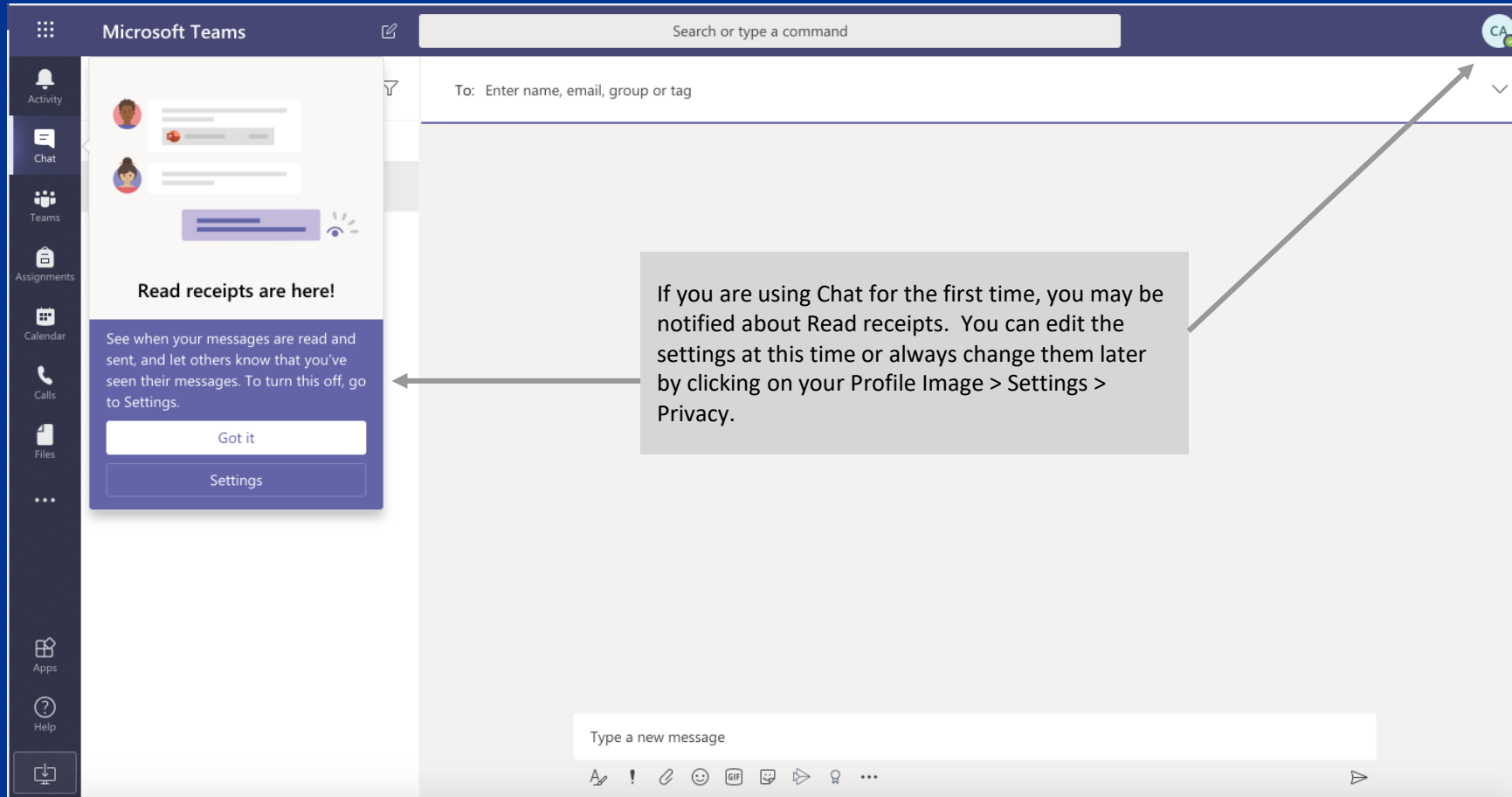
To add one or more people to your chat, click on the add participant button. It will become/go to a conversation for that specific group.

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!

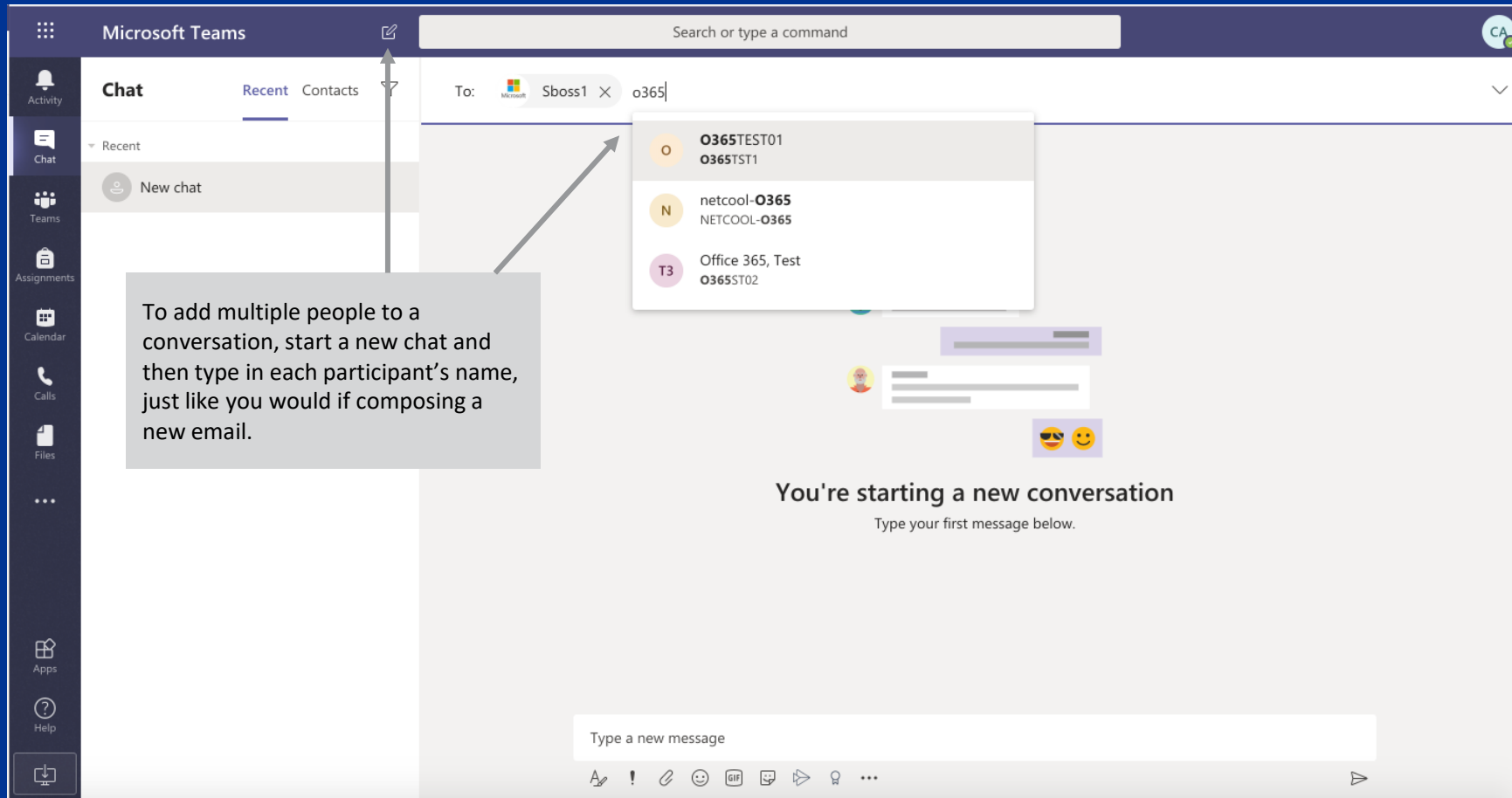
Type a new message



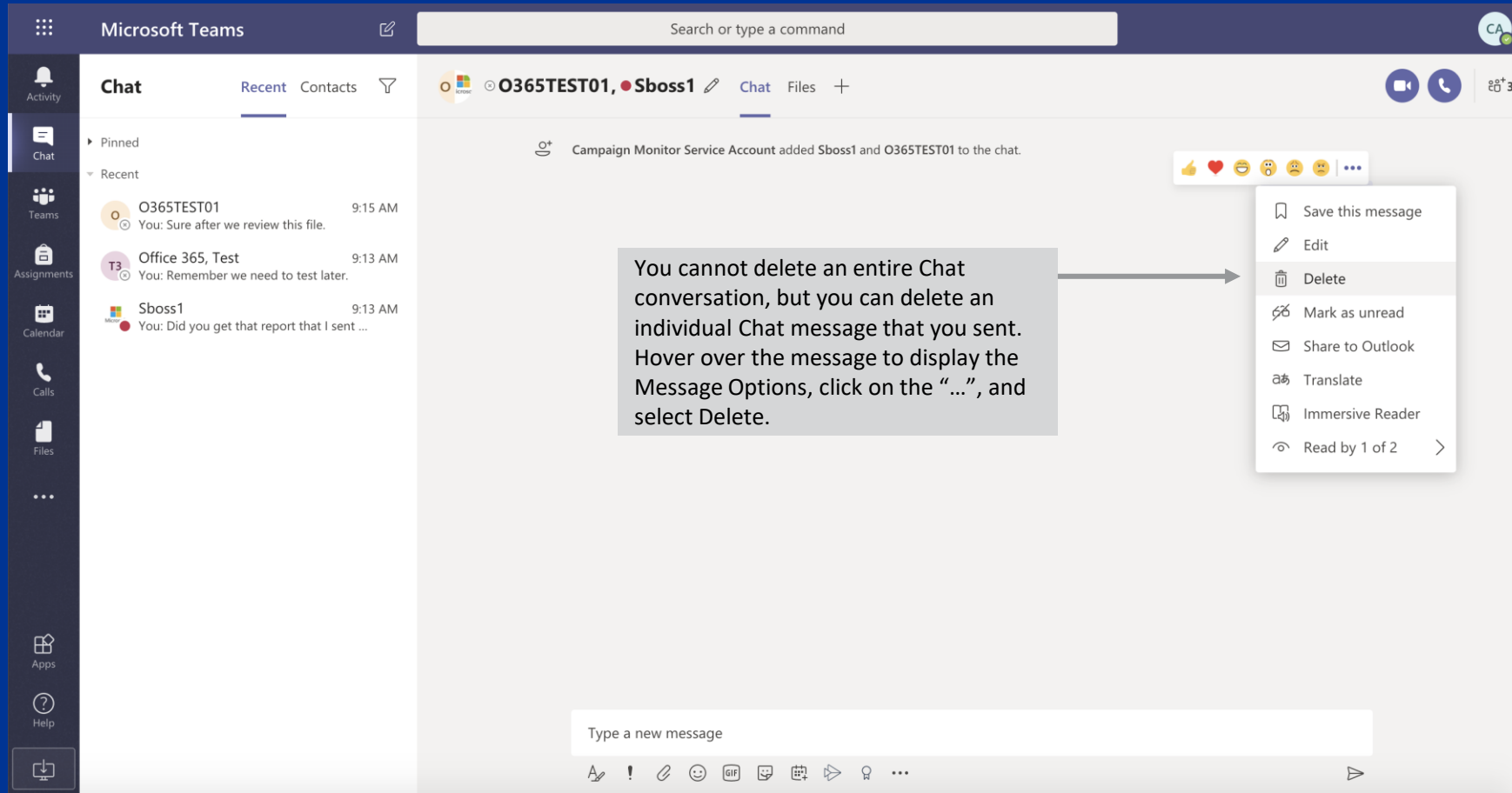
Read Receipts Settings



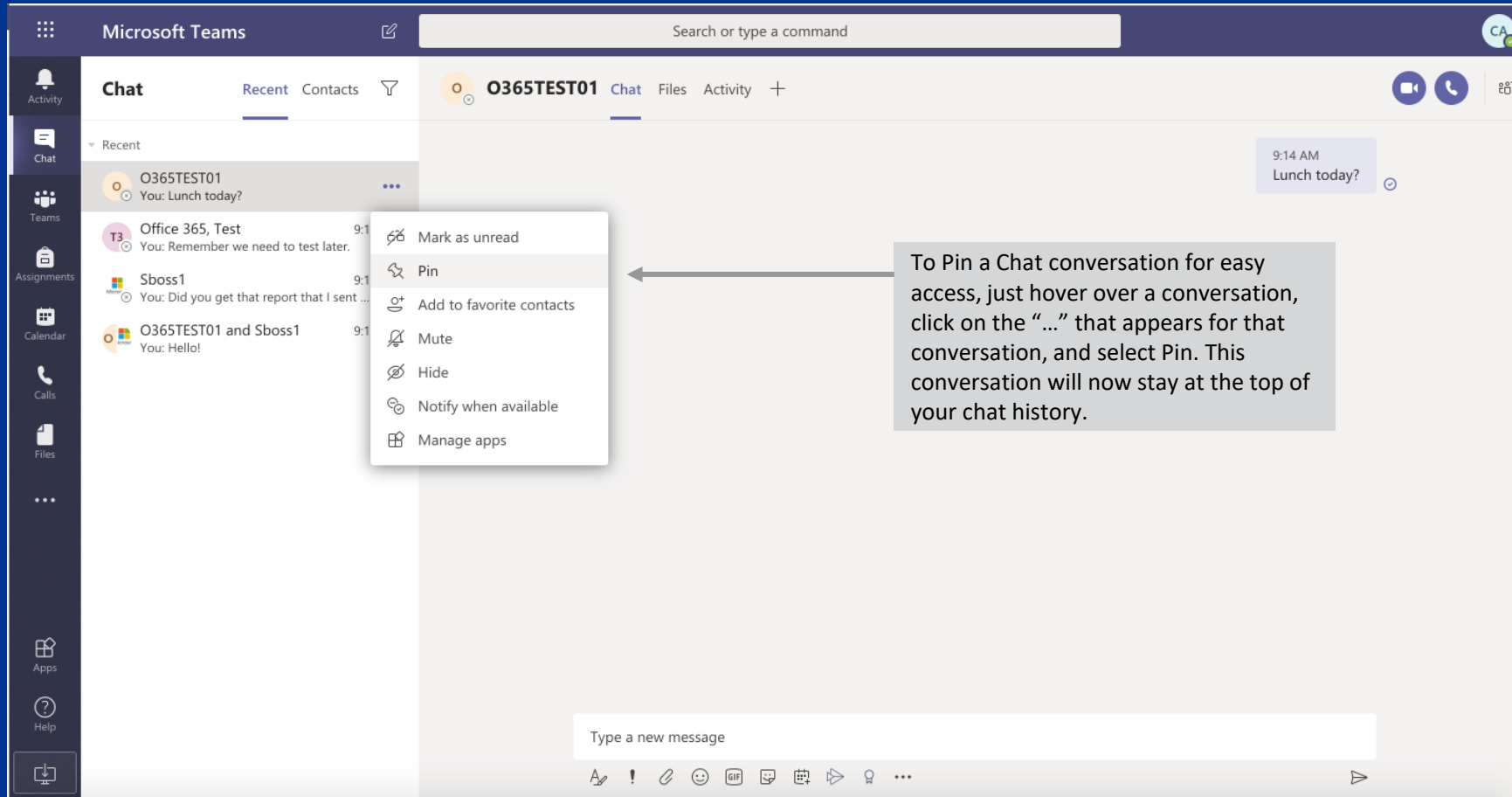
Starting a New Chat With Multiple Participants



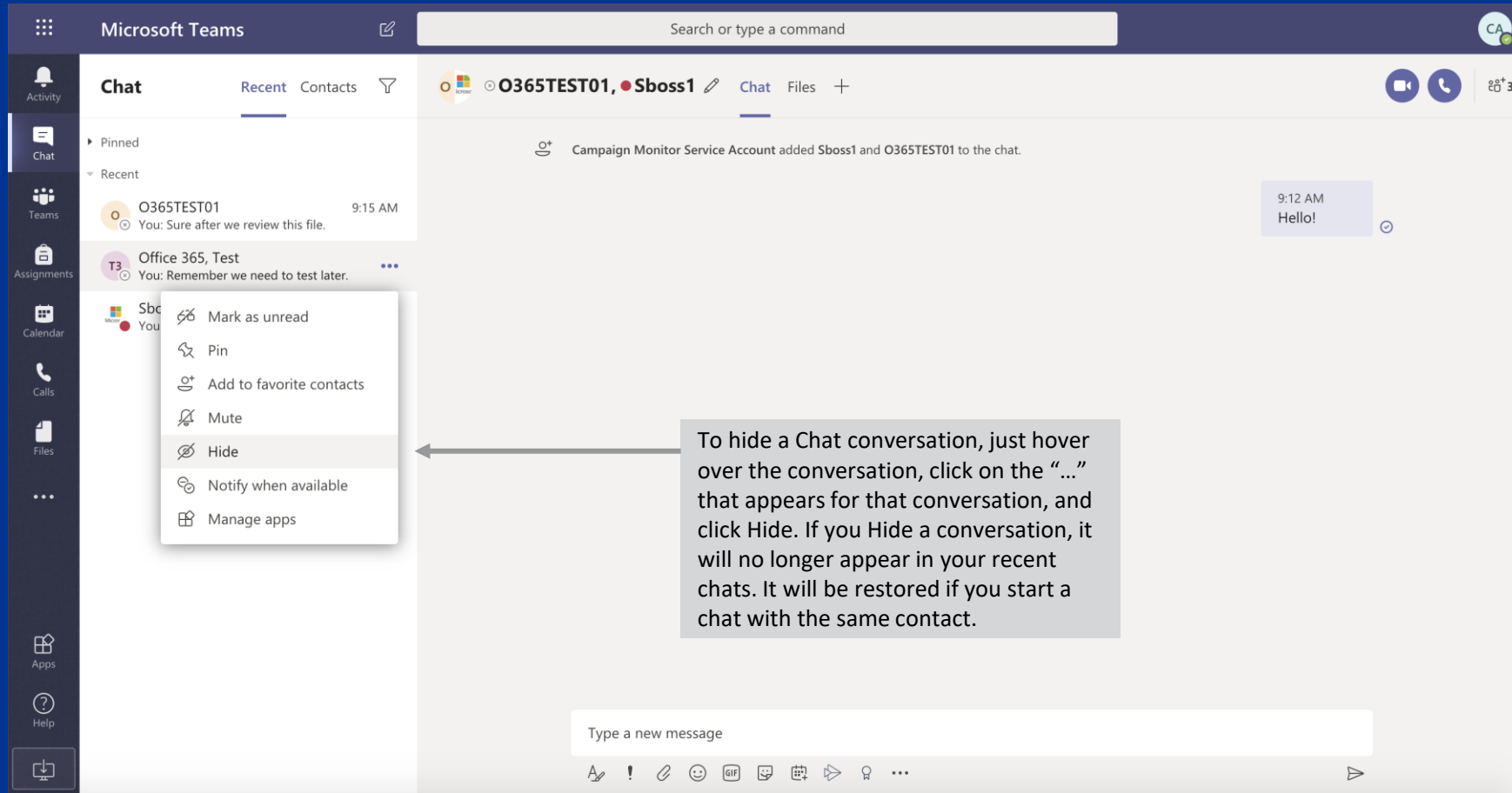
Deleting an Individual Chat Message



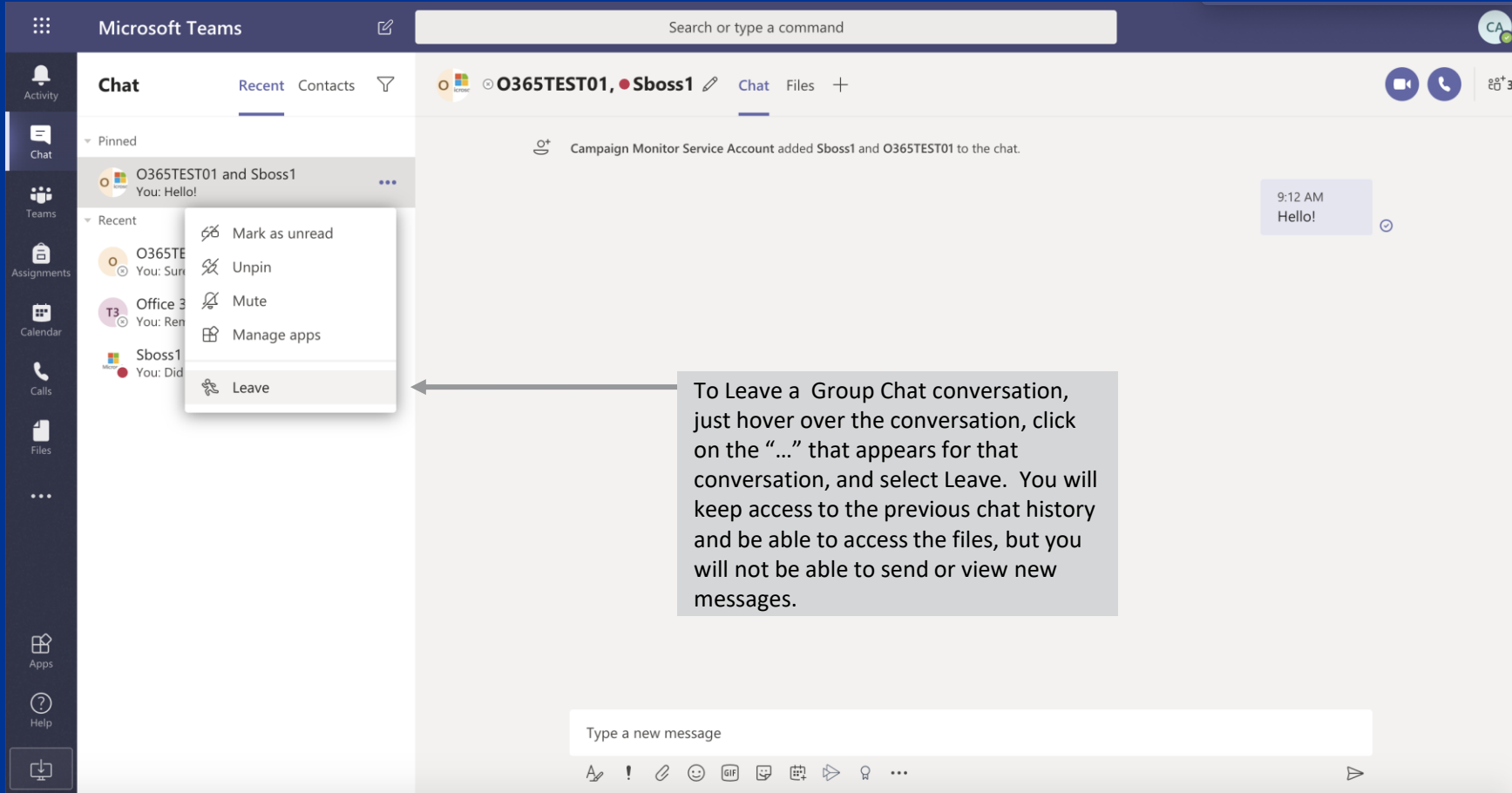
Pinning a Chat



Hiding a Chat



Leaving a Group Chat



The screenshot shows the Microsoft Teams application window. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area is titled 'Microsoft Teams' and contains a search bar. Below the search bar, there are tabs for 'Chat', 'Recent', 'Contacts', and a filter icon. The 'Chat' tab is active, showing a list of recent conversations. A context menu is open over the conversation with 'O365TEST01 and Sboss1', displaying options: 'Mark as unread', 'Unpin', 'Mute', 'Manage apps', and 'Leave'. An arrow points from a text box to the 'Leave' option. The main chat area shows a message from 'Campaign Monitor Service Account' and a response from 'O365TEST01' saying 'Hello!' at 9:12 AM. At the bottom is a text input field labeled 'Type a new message' with various icons for attachments and actions.

Microsoft Teams

Search or type a command

Chat Recent Contacts

Pinned

O365TEST01 and Sboss1
You: Hello!

Recent

- O365TEST01
You: Sure
- Office 365
You: Rem
- Sboss1
You: Did

- Mark as unread
- Unpin
- Mute
- Manage apps
- Leave

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.

Campaign Monitor Service Account added Sboss1 and O365TEST01 to the chat.

9:12 AM
Hello!

Type a new message

Accessing Chat Files

The screenshot shows the Microsoft Teams interface. On the left is a sidebar with navigation icons: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays a chat conversation with 'O365TEST01'. The chat history shows three messages. The most recent message is a file named 'Book1.csv' shared 'Just now' by 'Campaign Monitor Service Acc...'. The 'Files' tab is selected in the chat header. Three callout boxes provide instructions: one points to the 'Share' button, another points to the 'Files' tab, and a third points to the three-dot menu next to the file name.

Microsoft Teams

Search or type a command

Chat Recent Contacts

O365TEST01 Chat Files Activity +

Share

Type	Name	Shared on	Sent by
File	Book1.csv	Just now	Campaign Monitor Service Acc...

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

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 open, download, or get a link to files, click on the "..." for the file and select the appropriate option.