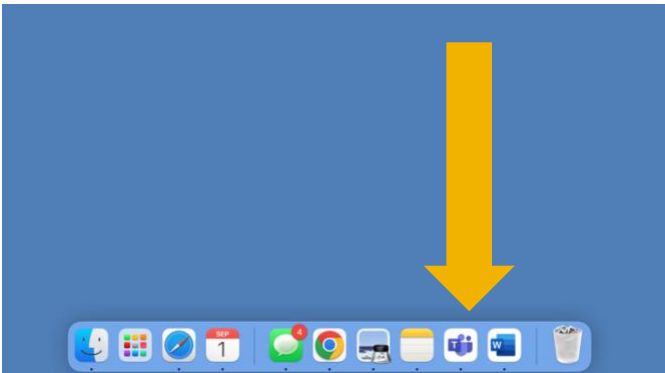
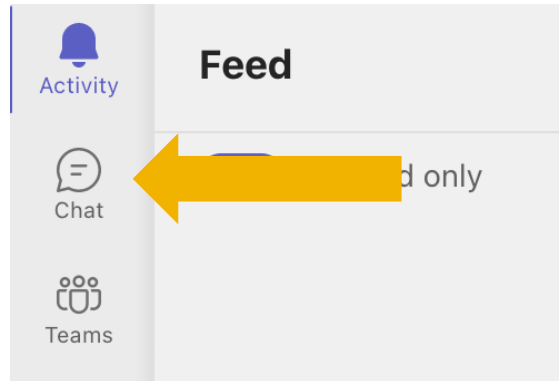


START A MICROSOFT TEAMS CHAT

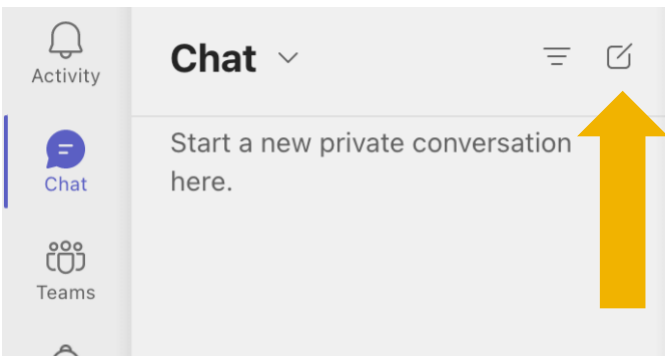
On a desktop app



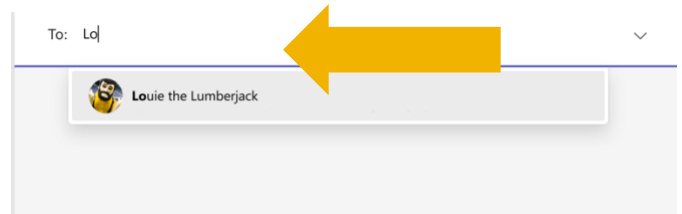
To start a new Microsoft Teams, chat the Desktop app.



Click "Chat" on the left-hand side.

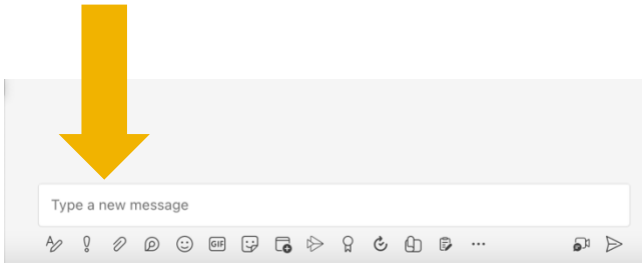


Click the notepad and pen icon.

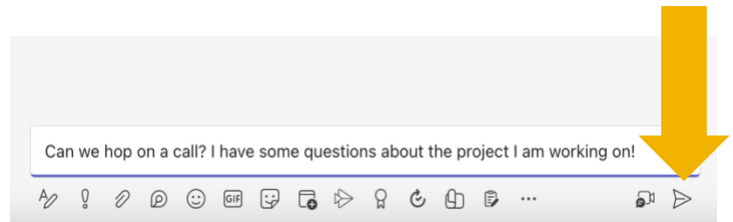


Enter the name, email, group, or tag of the person you want to chat with.

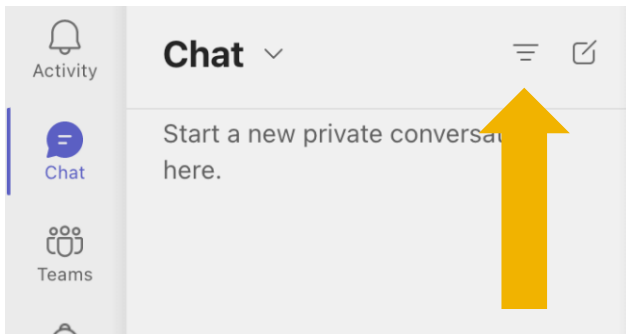
A list of suggestions will populate below. As you type in a user's name, the list will change to match your search. Once you see the user you want to chat with, click their name.



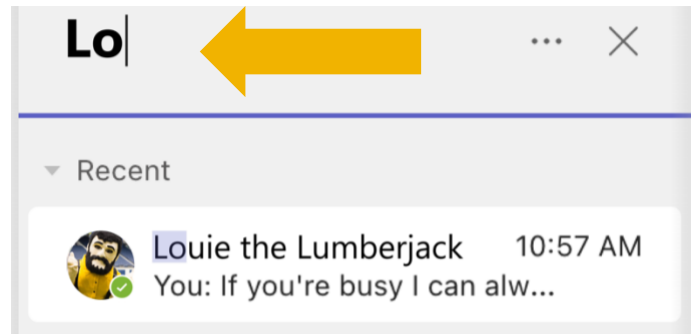
Type your message into the field that says, "Type a new message."



Hit "return" or "enter" to send the message or click the arrow in the lower right-hand corner.



To search for a previous chat with someone, click the inverted triangle at the top of the Chat field on the left-hand side.



Search for the user you want to see your chat history with. As you search the chats will adjust to match your search. Click the chat you want to see.