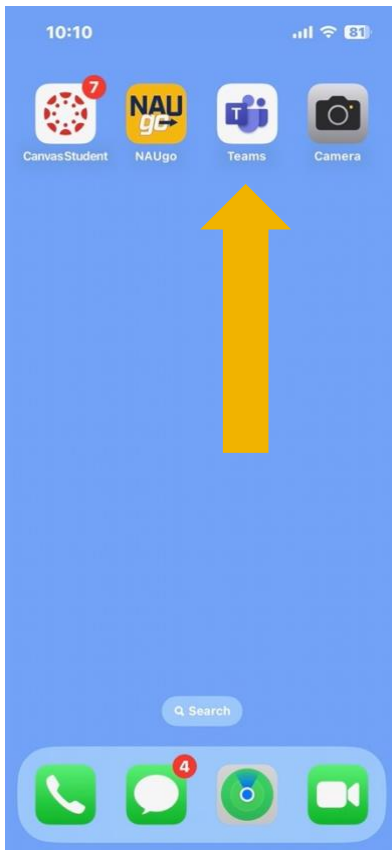
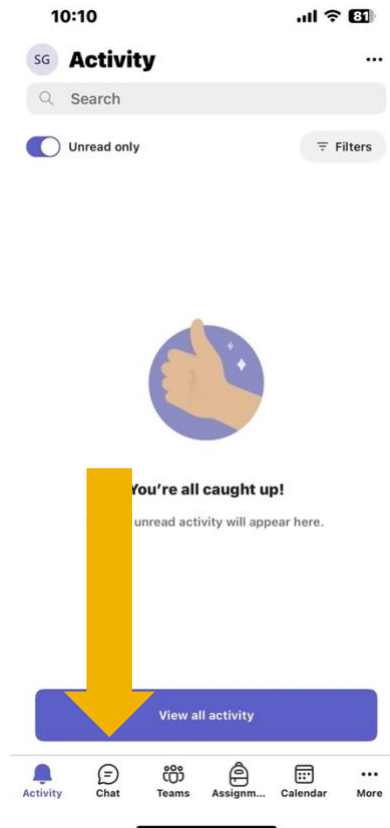


STARTING A MICROSOFT TEAMS CHAT

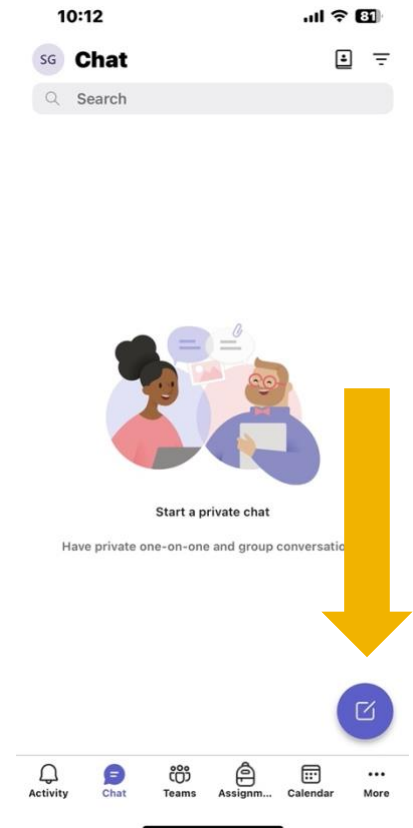
On a mobile device



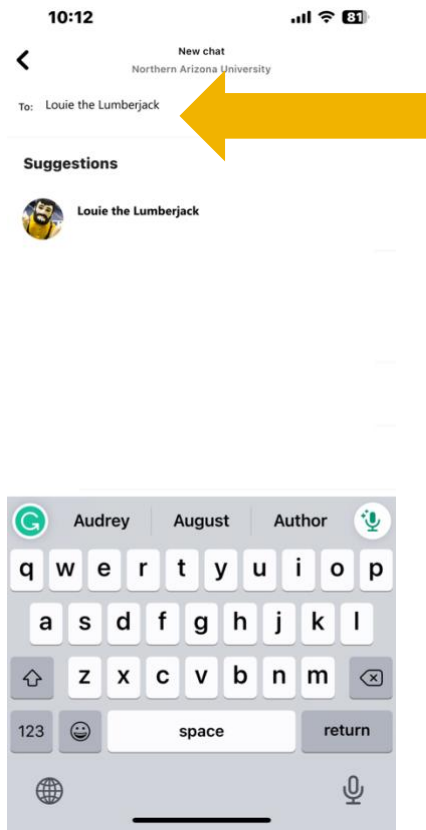
To start a new Microsoft Teams chat on a mobile device, open the Microsoft Teams app on your mobile device.



Tap "Chat" at the bottom on the screen.



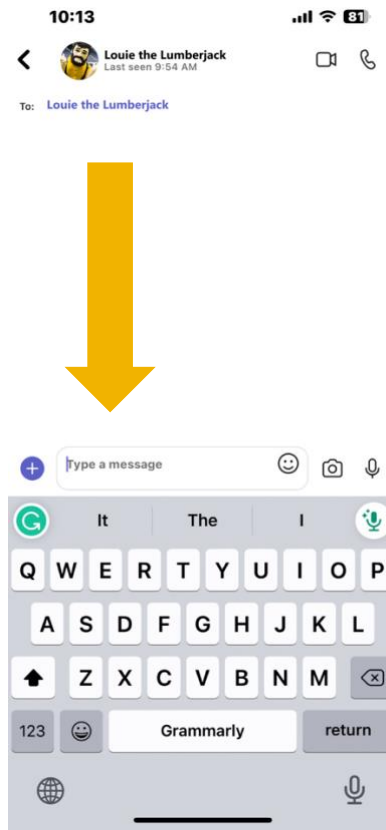
Tap the notepad and pen icon.



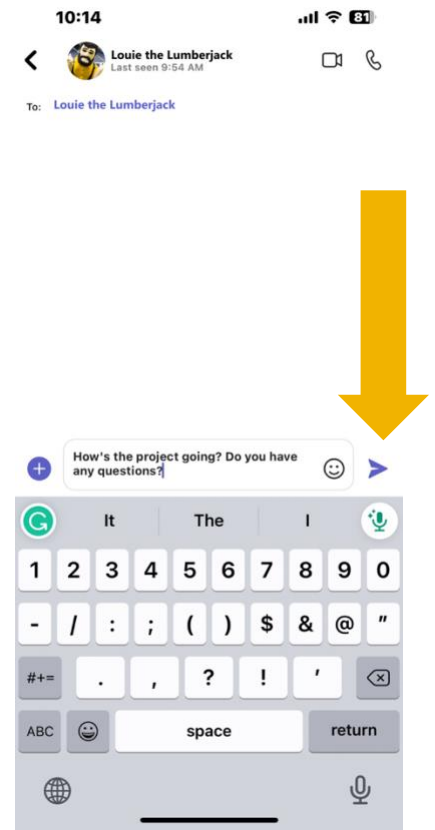
Enter the name, email, group, or tag of the person you are wanting to chat with, or you can tap one of the suggestions that populates below.

As you enter a user's name, the suggestions will change to match your search.

If you see the user you are looking for appear in the suggestions area, tap their name to start the chat.



Enter your message in the field that says, "Type a Message."



Enter your message in the field that says, "Type a Message."