

## Starting a New 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 users 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” and tap the purple arrow to the right of that field to send your message.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335.