

## Starting a New Microsoft Teams Chat on the Desktop App

To start a new Microsoft Teams chat the Desktop app, click “Chat” on the left-hand side. At the top left of the screen, 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 users 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. If you’ve chatted with this person before, your chat history will appear.

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.

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