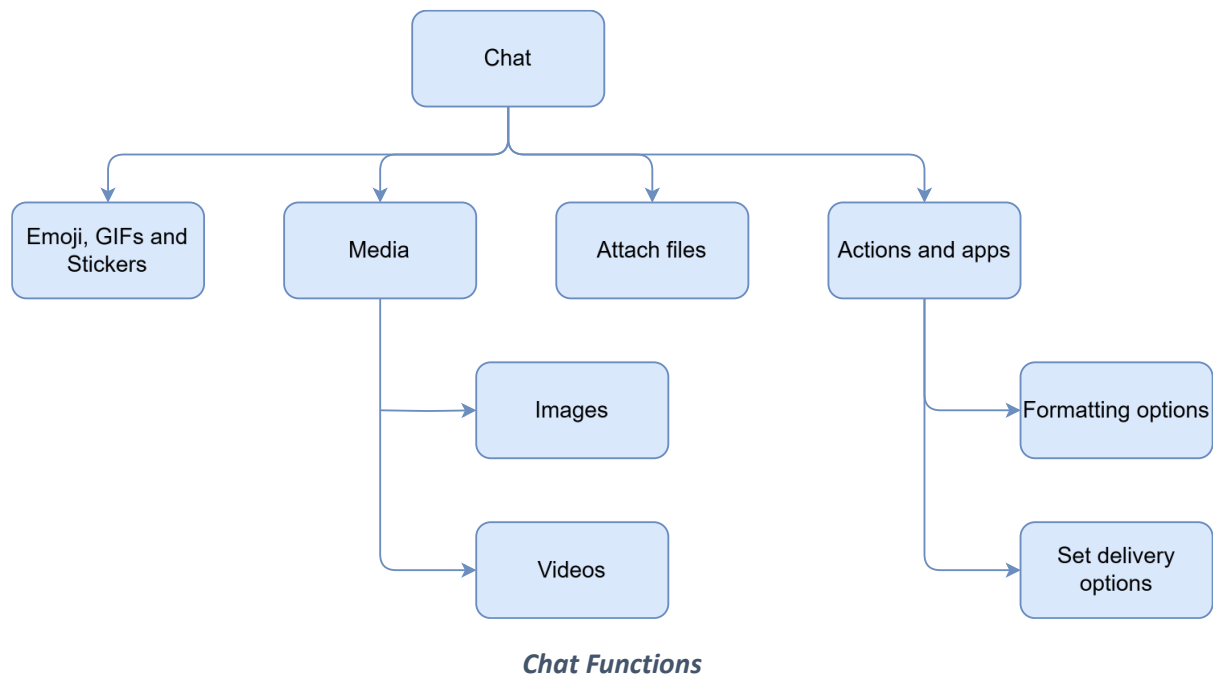# Overview of Chat in Microsoft Teams

Chat enables you to communicate with other users through text messages. You can chat privately or in a group. The Chat feature enables you to share files, such as images, videos, and attachments. This feature enables you to format text, insert tables, use bullets, and more before sending a message to enhance readability. You have options to share your emotions using emojis, stickers, and GIFs. With these features, Chat enhances communication and collaboration.

Chat Functions

Key features

- **Private chat:** Enables two users to exchange messages.
- **Group chat:** Enables more users to exchange messages as a group.
- **File sharing:** Allows you to share images, videos, files, and audio.
- **Forward:** Lets you forward a message to another user or a group.
- **Formatting:** Enables you to format your text style before sending a message.
- **Emojis:** Helps you to share your thoughts using reactions.

Benefits

- **Instant Messaging**: Send real-time messages to individuals or groups for quick communication.
- **Access Previous Messages**: Search and reference past conversations to retain context and information.
- **Better Collaboration**: Communicate efficiently with team members, enhancing collaboration across the organization.
- **Share Media and Files**: Easily exchange images, documents, and other files to support ongoing discussions.