MS Teams: Chat

Feature Guide

Version number 1.0

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# Introduction

Chat feature on Microsoft/MS Teams allows you to interact with fellow participants. You can send messages during a meeting or to any meeting participant individually during an ongoing meeting.

This feature guide assists you to understand the Chat feature and use it effortlessly.

# Exploring Chat

Chat feature allows exchanging messages with the presenter and attendees during a meeting without any disturbance.

## Key Highlights

* You can send and receive messages instantly in a meeting.
* You can format text messages and use emoji and GIF to add vibrancy to your messages.
* You can share files, images, web links, code snippets with meeting participants.

## User Persona

* Meeting organizer: Can send and receive text messages. He/she can also restrict a participant from sending/receiving text messages.
* Meeting attendees: Can only send and receive text messages.

# Using Chat

Chat feature is present on the ribbon in the MS Teams meeting window. You can use it to communicate with others in the meeting.

## How to use Chat

You can learn how to send messages using this feature.

To start a Chat,

1. Point the cursor on the chat icon, you can see **Show conversation**.
2. Click on the chat icon to open the chat window.
3. Type a message in the message box to send to all participants. Click on **Send**.
4. Point your cursor on the chat icon, you can see **Hide participants** if the chat window is open. Click on it to close the chat window after you have sent a message.

# Applying more functions on Chat

You can learn more about the formatting your text messages in this section.

## How to format text messages

You can choose to use from many formatting options to format your text messages.

| FUNCTION | DESCRIPTION | FURTHER INFORMATION |
| --- | --- | --- |
| **Format** | Format the text. | Formatting options- **Bold**  **Italic Underline Strikethrough Text highlight** |
| **Attach files** | Attach images and files | **Attach cloud files**: You can attach files from the cloud.  **Upload from this device**: You can upload files from your device. |
| **Emoji** and **Giphy** | Add expressions |  |
| **More** **options** | Advanced format for text messages | Format text messages- **Font colour**  **Font size**  **Paragraph**  **Clear** **all** **formatting**  Readability -  **Decrease** **indentation**  **Increase** **indentation**  **Bulleted** **list Numbered** **list**  Insert options - **Quote Link Code snippet horizontal rule table**  Other options -  **Mark as important Delete column, row, or table Undo typing Redo typing** |
| **Response to messages** | Response options under ellipsis | Options –  **Reply mark as unread report a concern edit delete** |