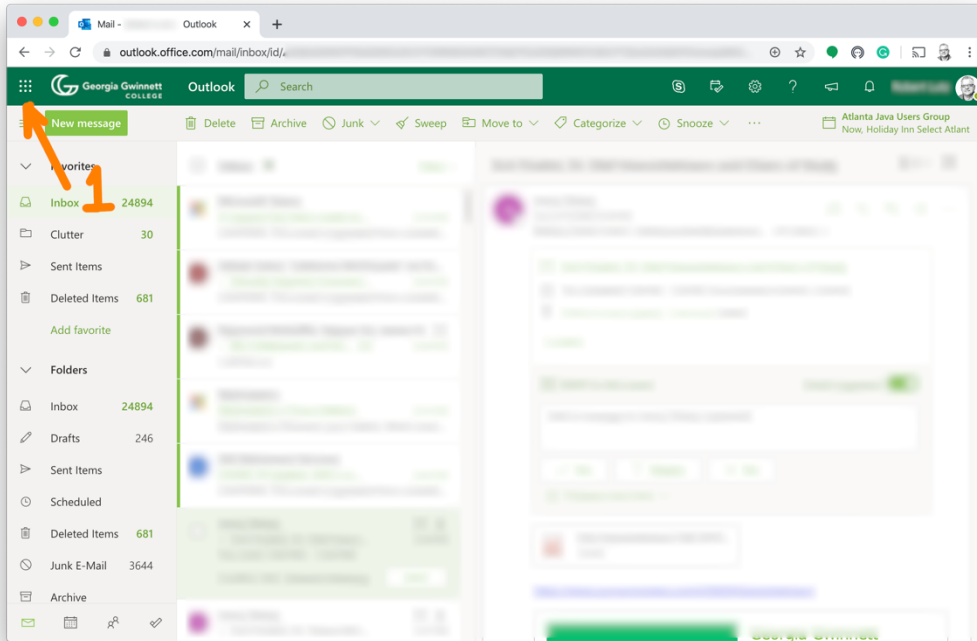
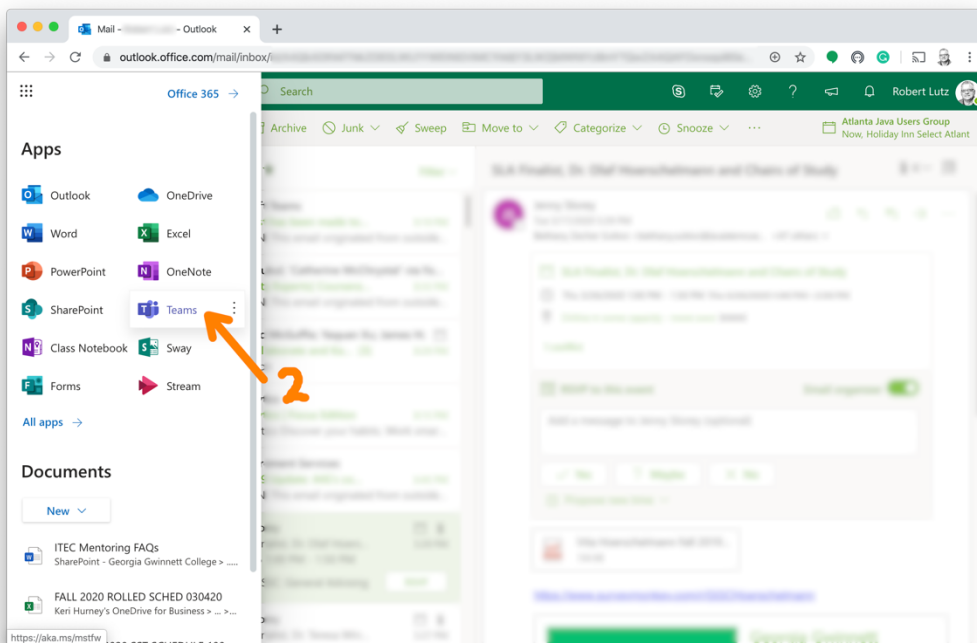


Using Microsoft Teams to Open a Text, Audio or Video Chat

- (1) Login to <http://clawmail.ggc.edu> from a Chrome browser. Use the *waffle icon* to locate the Teams app:

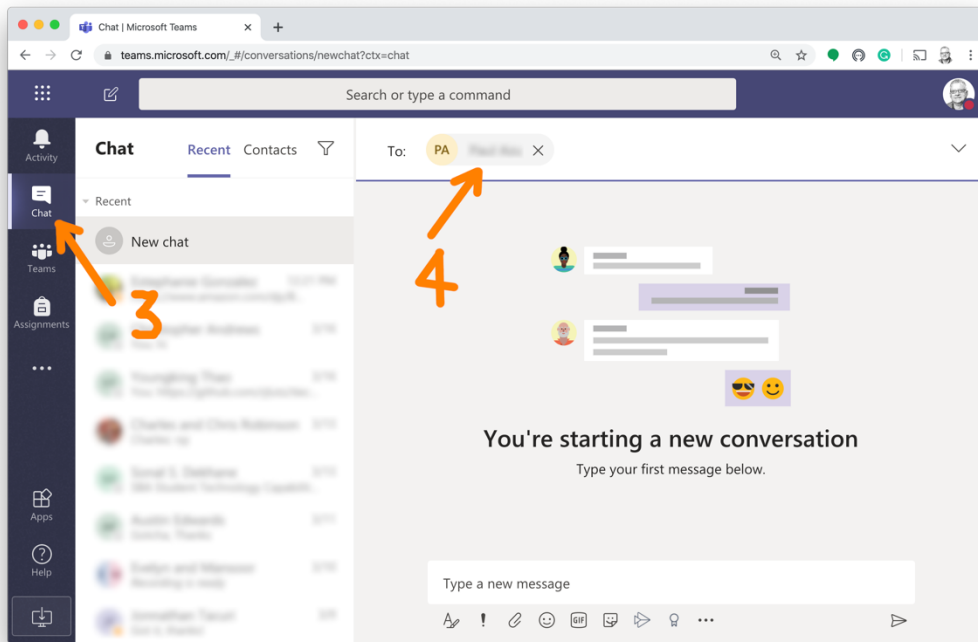


- (2) Open the Teams app.

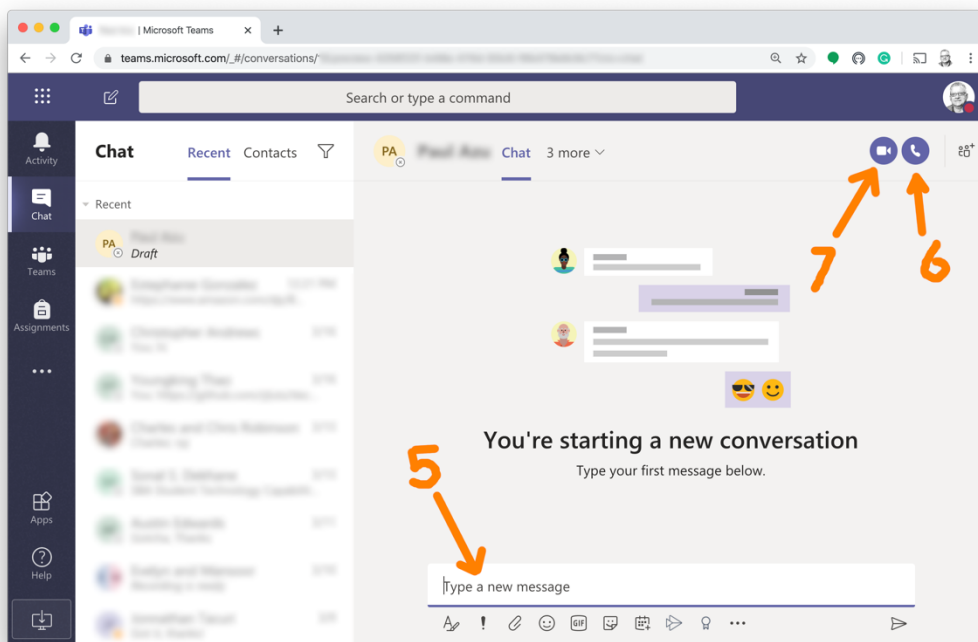


(3) Navigate to the Chat area in Teams

(4) Enter the name or email address of the person you wish to contact



(5) Enter text or (6) Open a voice chat or (7) Open a video chat



This works the same in the native Microsoft Teams app too.