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:

A screen shot of a computer

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1. Open the Teams app.

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1. Navigate to the Chat area in Teams
2. Enter the name or email address of the person you wish to contact

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

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