Using Chat on MS Teams

Introduction

You can use Chat in MS teams to message, call, and share files with people. You can also send emojis, GIFs, and recorded video clips.

Highlights

- You can chat in two ways: one-on-one and group, by selecting New Chat in the Chat window.

- Chat supports multiple formatting options like Bold, Italics, and Underline.

- Chat allows you to delete messages, hide conversations, and mute notifications from conversations. You can also block people and pin important chats.

- You can set up a task list inside a chat.

Anyone with an teams account can use this feature.

Starting a chat

You can learn the steps to start a chat. To start,

1. On the left pane in the MS Teams window, select **Chat**.
2. On the Chat window, select New chat.
3. On the New chat window, enter the other participant's details to start a conversation.

You can now send a message to the desired person.

Sample image

Table

Name	Category	Price
Sony	Phone	500
Nokia	Charger	85

Adding a hyperlink

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