

Starting a Chat in Microsoft Teams

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In Chats, you can have 1:1 or group chats with people.



1. Select **New Chat** button.
2. Type the of the person you want to contact in **Search**.
3. Select the down arrow to name your chat group.
4. Type the name of any additional members and press Enter to add them to the group.
5. Type your message to the group and press **Send**.

