

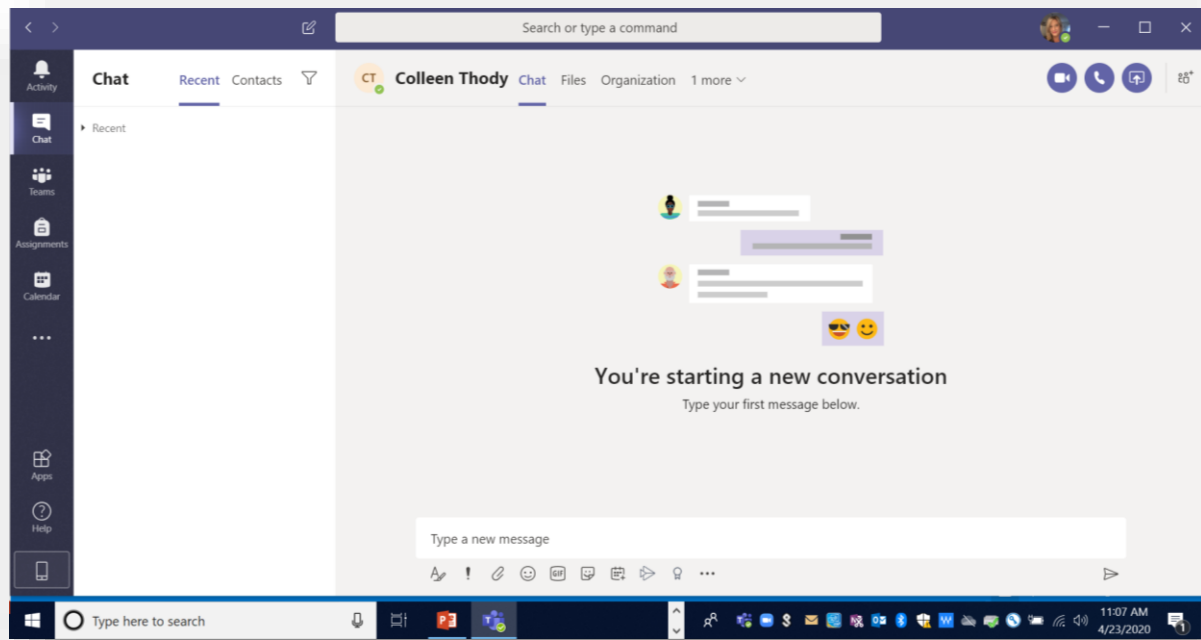
VIRTUAL bits & tips

#07

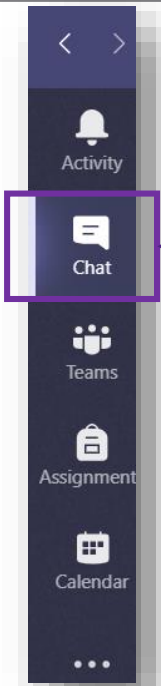


Microsoft Teams Chat

In addition to chatting within your team, you can start one-on-one chats with other colleagues. Share a file, share your screen, call them or video conference on the spot!

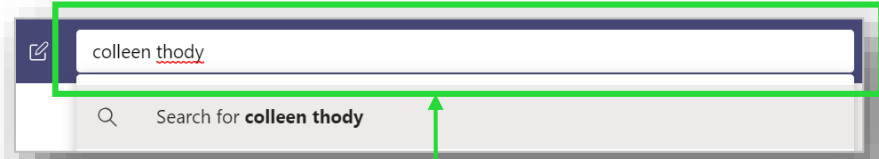


1



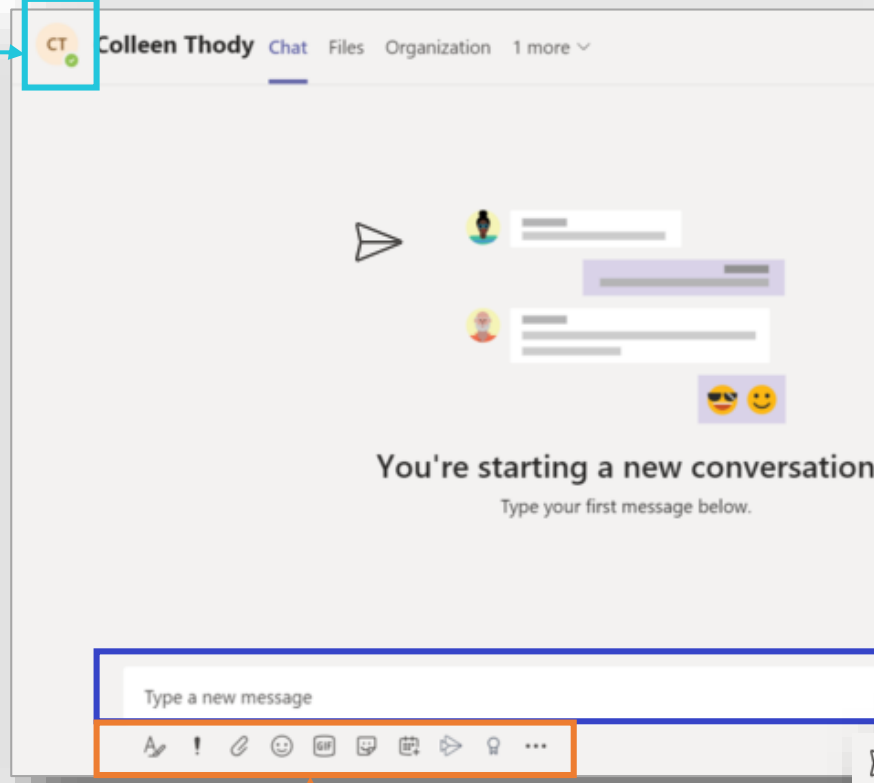
On the far left side of the screen, click on **Chat**.

2



In the **search bar** at the top of your screen, type a **colleague's name** to create a one-on-one chat with them.

3



Their status is indicated by the colour beside their name:

- Available
- Busy
- Do not disturb
- Be right back
- Appear away

4

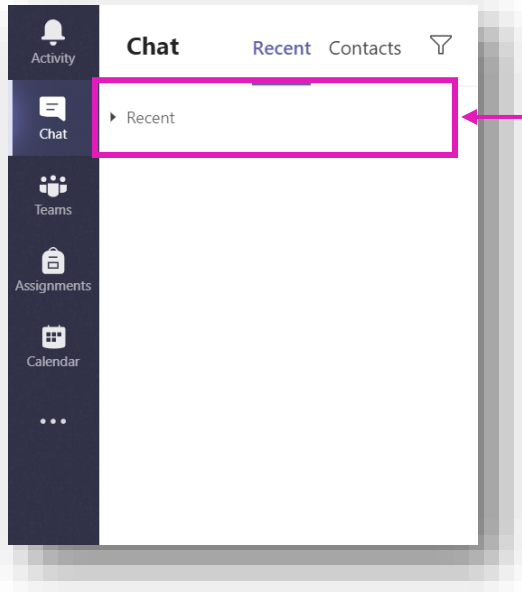
After you select their name from the search field, a chat window will open. Type your message in the text field at the bottom of the window to start a chat with them. Click the arrow to send.

5

Hover over the series of options to for a description of the helpful tools available



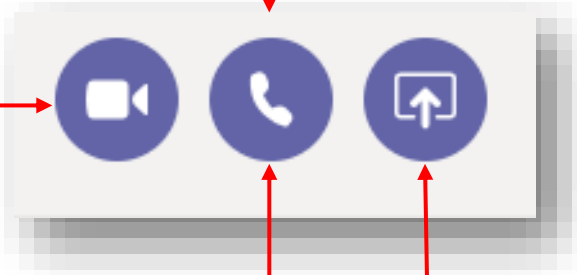
6



There is an arrow next to Recent. Click on it to expand to see recent chats and click again to minimize as shown in this picture.

7

In the upper-right hand corner of your chat, you will see these three options.



Instant video- conference

Instant Phone Call

Share your screen and even give remote control access if needed