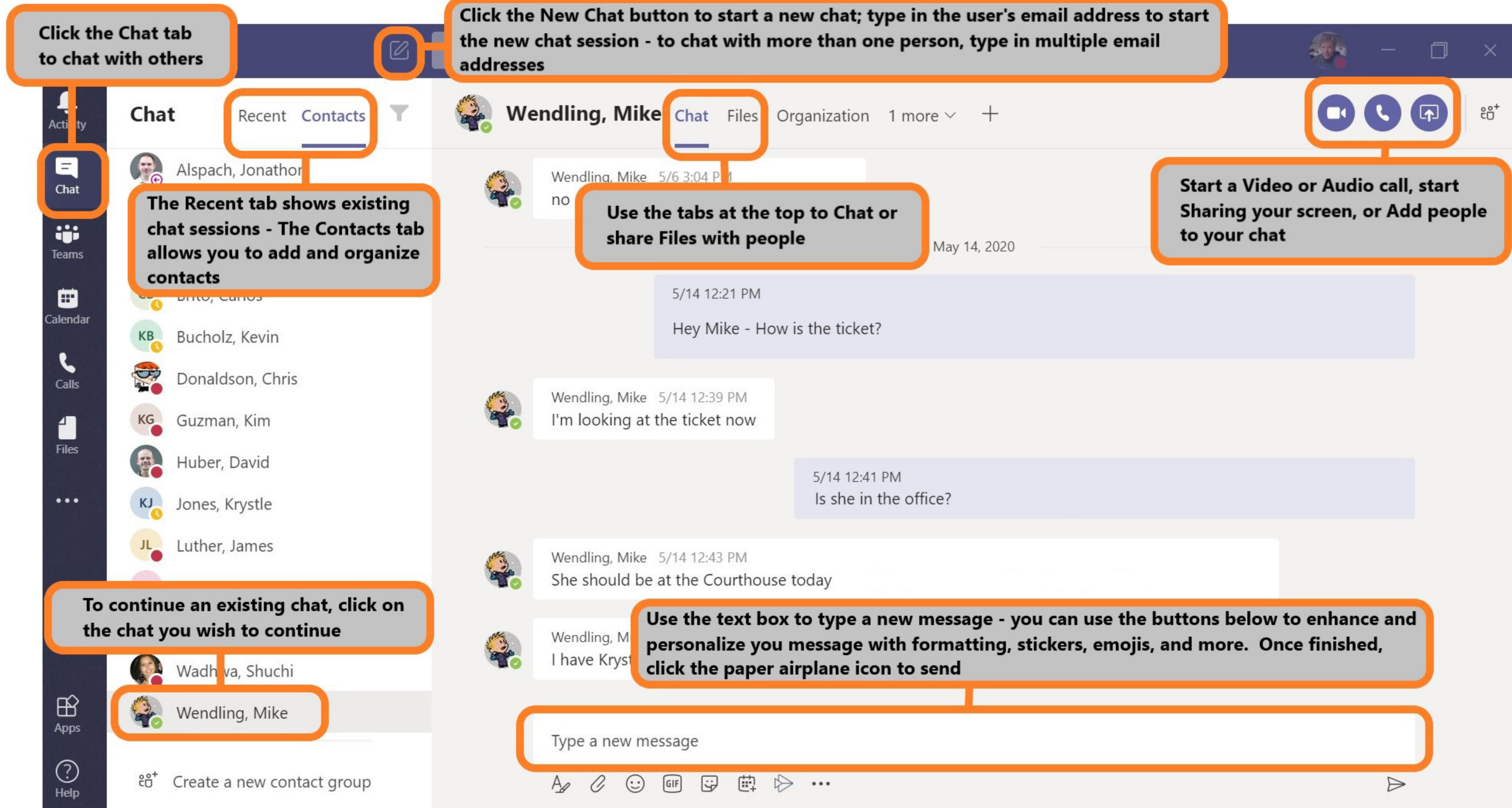


Quick Guide

Chat



Click the Chat tab to chat with others

Click the New Chat button to start a new chat; type in the user's email address to start the new chat session - to chat with more than one person, type in multiple email addresses

The Recent tab shows existing chat sessions - The Contacts tab allows you to add and organize contacts

Use the tabs at the top to Chat or share Files with people

Start a Video or Audio call, start Sharing your screen, or Add people to your chat

To continue an existing chat, click on the chat you wish to continue

Use the text box to type a new message - you can use the buttons below to enhance and personalize your message with formatting, stickers, emojis, and more. Once finished, click the paper airplane icon to send

The screenshot shows the Microsoft Teams chat interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help. The main area is divided into a 'Chat' sidebar on the left and a chat window on the right. The sidebar lists recent chat sessions with contact names and initials. The chat window shows a conversation with 'Wendling, Mike'. At the top of the chat window, there are tabs for 'Chat' and 'Files', and buttons for video call, audio call, and screen sharing. At the bottom, there is a text input field and a row of icons for adding links, attachments, emojis, GIFs, stickers, and a paper airplane icon for sending.