

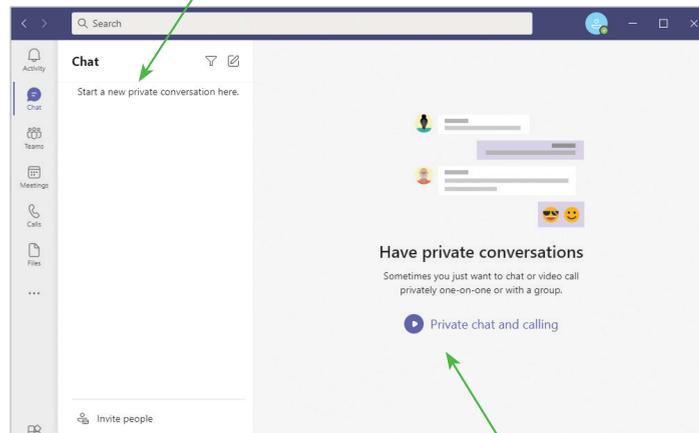
Chat Section

The second button on the sidebar is the Chat option. This can be used to conduct text and video chats with people throughout your organization. To use the Chat interface:

- 1 Click on the **Chat** button in the left-hand sidebar



- 2 The Chat window is accessed to the right of the sidebar. The left-hand panel contains details of conversations in which you are participating

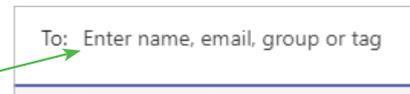


- 3 The main panel is where details of a selected conversation are displayed – e.g. it displays the individual messages from each member of a conversation

- 4 Click here to start a new conversation



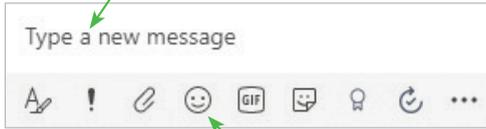
- 5 Enter details of the person or group with which you would like to have a conversation



The **Chat** section can be used to have private chats with individuals or groups within Teams. Text chats can also be instigated from the **Teams** section, but these will be visible to everyone in the team.

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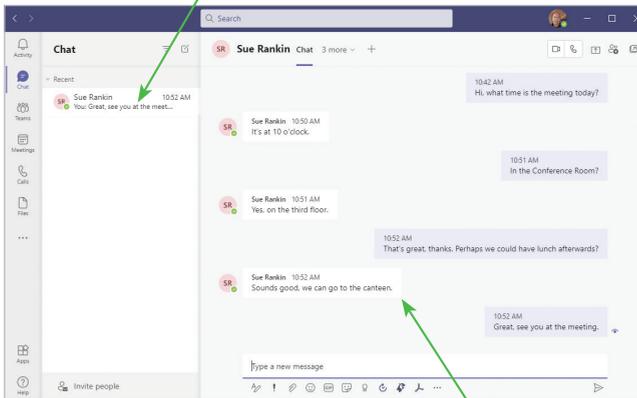
- 6 Enter details of the message here



- 7 Use these icons to format the text in the message, and add content such as photos and emojis

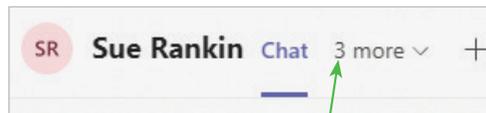
- 8 Click on this button to send the message 

- 9 Click on a conversation in the left-hand panel



- 10 The conversation details are displayed in the main panel

- 11 The current conversation is also displayed at the top of the window. Click here to view other text conversations you are having



- 12 Click on these buttons on the top toolbar to have a video call with the person in the text chats, or have an audio call



Use these buttons (to the right of the buttons in Step 12) to, from left to right: share your screen with the person or people in a chat; add people to the chat; and pop out the chat, into its own window:

