

Sending a Chat Message in Teams

Overview

Teams Chat allows you to send quick messages to individuals or small groups without needing a formal meeting or email.

Starting a New Chat

1. Open **Microsoft Teams**
 2. Click the **Chat** icon in the left sidebar (speech bubble icon)
 3. Click the **New chat** icon (pencil icon) at the top
 4. In the **To** field, type the name of the person you want to message
 5. Type your message in the box at the bottom and press **Enter** to send
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Group Chat

To chat with multiple people at once:

1. Follow steps 1-3 above
 2. In the **To** field, add multiple names (up to 20 people)
 3. Type a group name in the **Group name** field (optional but recommended)
 4. Type your message and press Enter
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Useful Chat Features

- **Formatting:** Click the **A** icon below the message box to add bold, bullet points, headings, and more
- **Attach a file:** Click the paperclip icon to attach a file from your computer or OneDrive
- **React to a message:** Hover over a message and click the emoji icon to react

- **Reply to a specific message:** Hover over the message and click the curved arrow (reply) icon
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Chat vs Email — When to Use Which

Use Teams Chat for	Use Email for
Quick questions, informal conversation	Formal communication, external parties
Real-time collaboration	Long records that need to be archived
Small group coordination	Distribution to large groups

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