

How to Send a message using Microsoft Teams

This tutorial will show you how to access your Microsoft Teams

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Click the new chat button

	Microsoft Teams	Ľ
L Activity	Teams	
E Chat	 Your teams 	
iii Teams		
assignments	IS	
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Files		

Search for the recipient

	Microsoft Teams		C	
L Activity	Chat	Recent Contacts	V	To: Start typing a name or group
— Chat	Recent			
	New chat			
Teams	Suggested			
Assignments	Christensen, Joseph (2.		
E Calendar	Connor, Terry D.			
C alls	Daoud, Julie Daoud, Julie			•
4	Pord, Ruby Tomeka			
Files	🬏 Hartman, Nathan Jer	emy		
	🕼 Kelley, Shelly			
	Rlein, Lawrence J.			

Select the recipient



Type your message and click send

