How to Send a message using Microsoft Teams
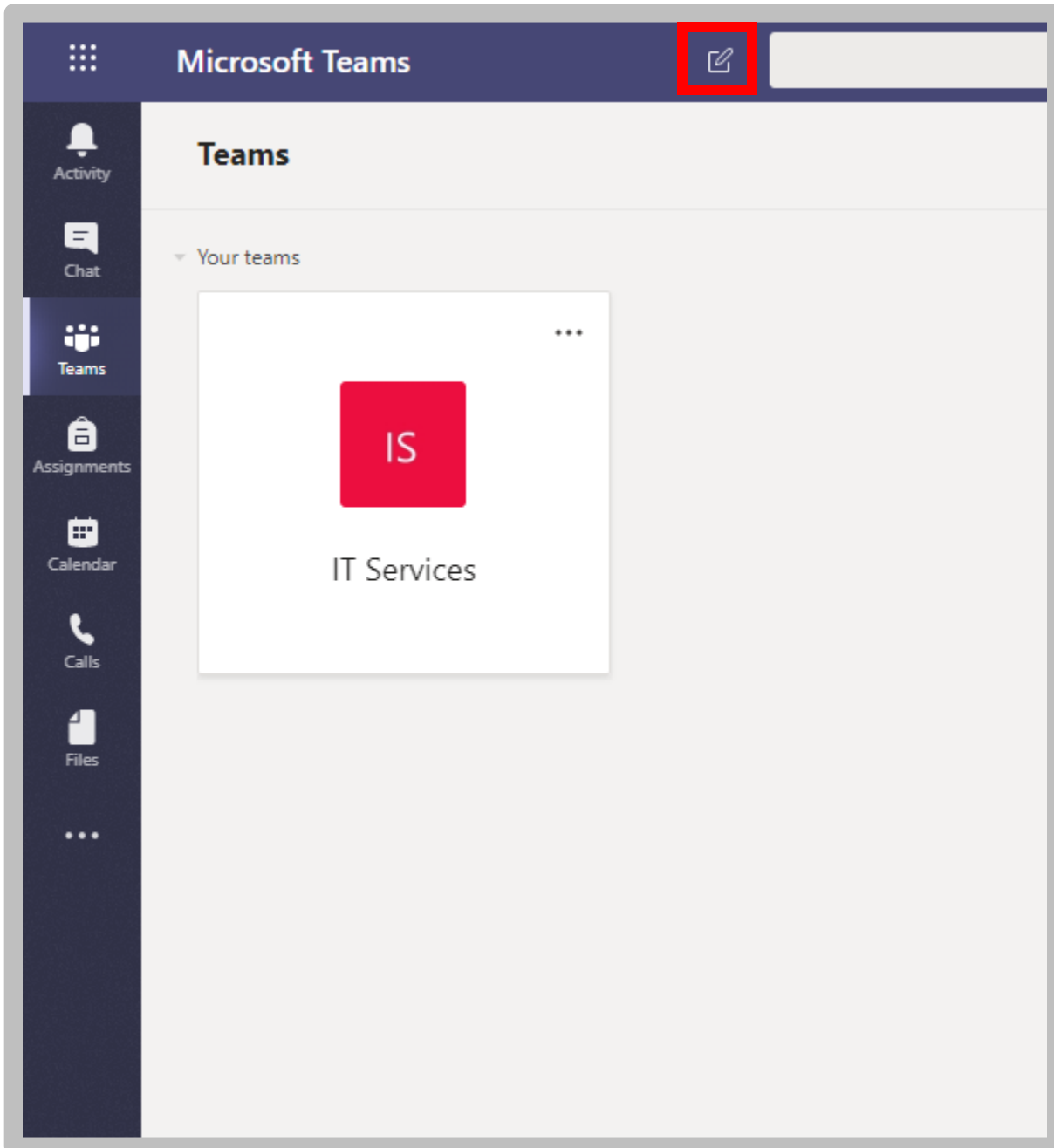
This tutorial will show you how to access your Microsoft Teams

Contents

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.
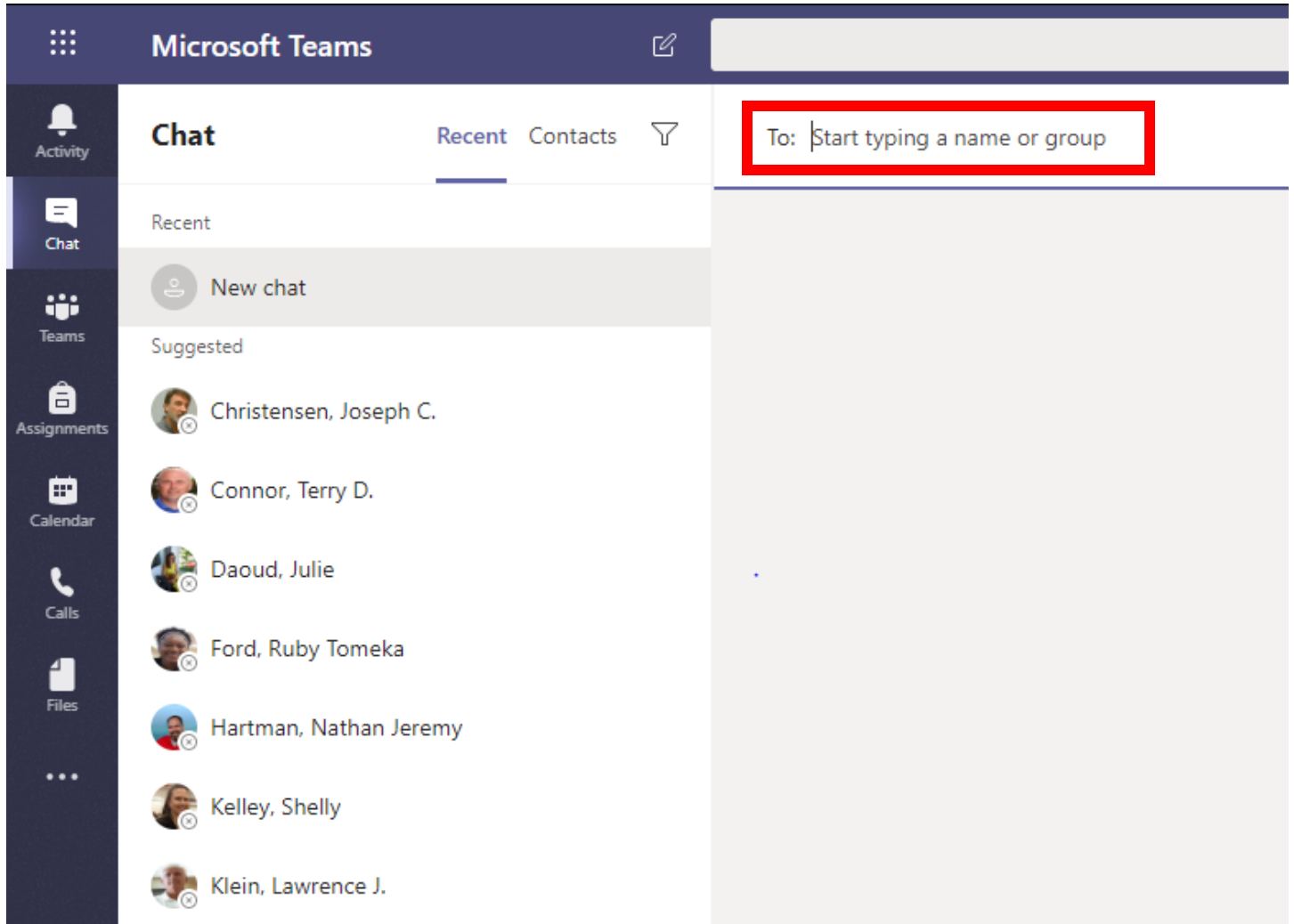
Click the new chat button

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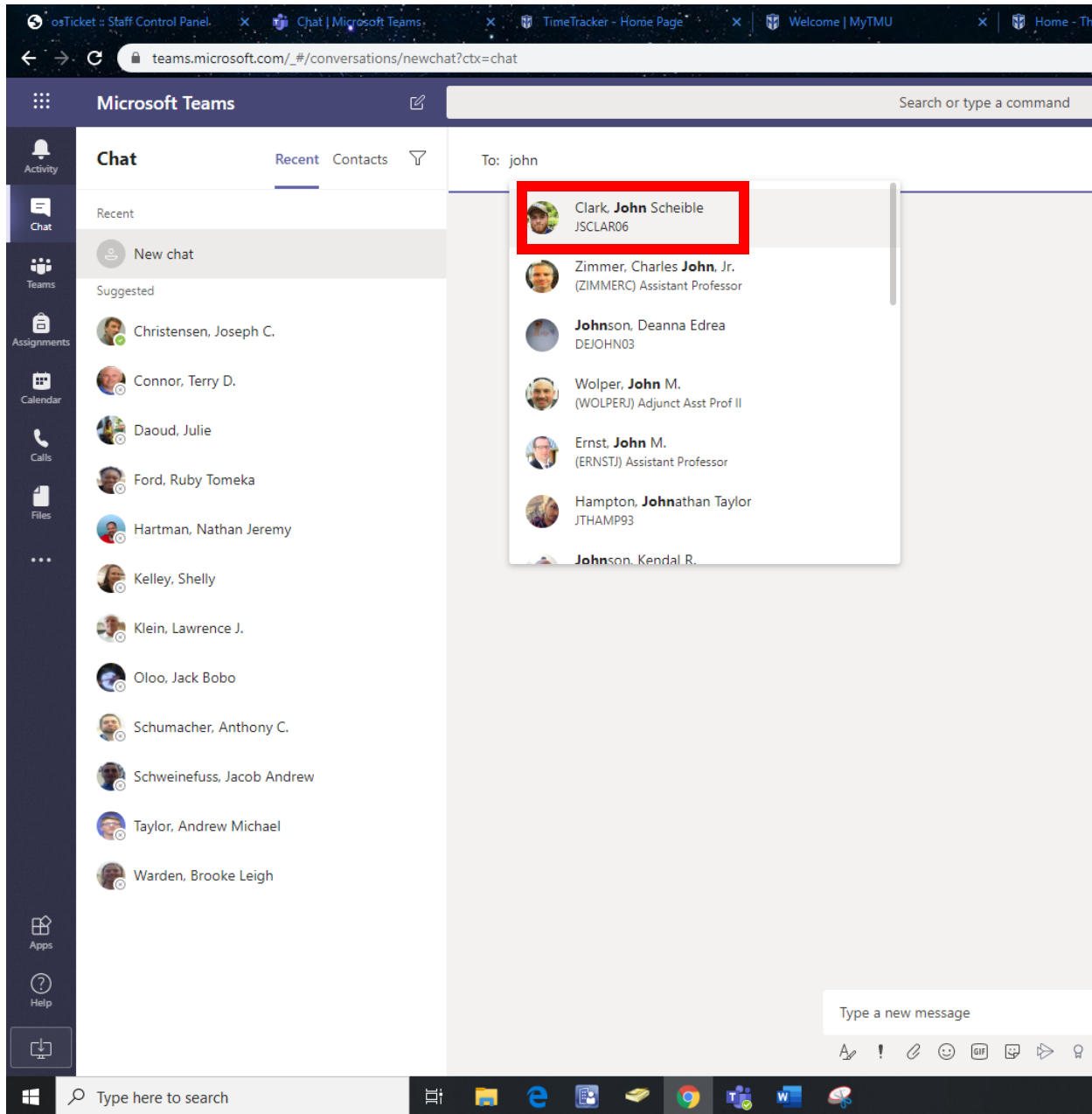P a g e 2 o f 5

Search for the recipient

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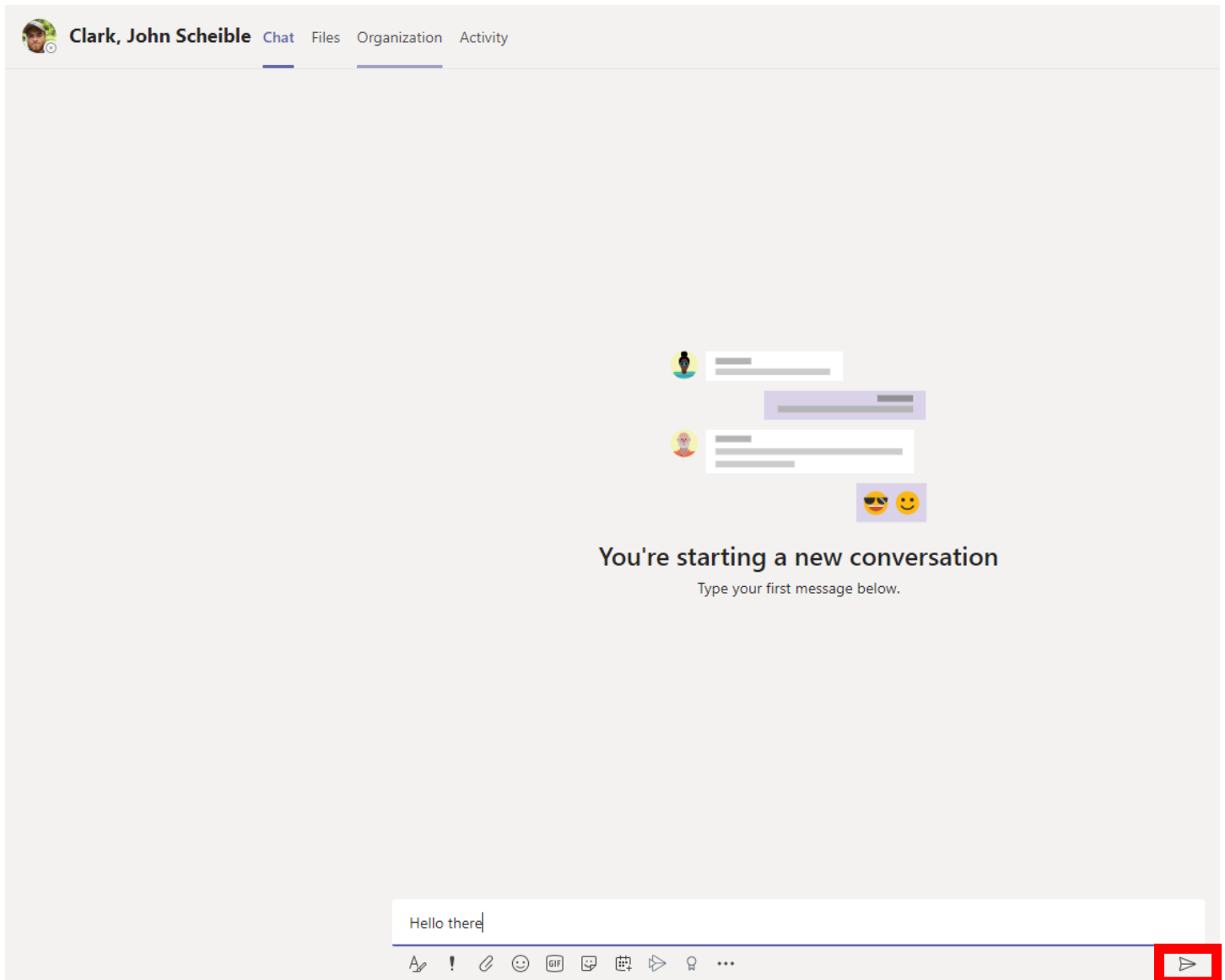
P a g e 3 o f 5

Select the recipient

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Type your message and click send

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