



CHAT



Teams provides a modern conversation experience for today's teams.

Microsoft Teams is the hub for collaboration in Office 365 that integrates everything your team needs to be more engaged and effective.

The app is a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji!

All in one place, shared with all team members.



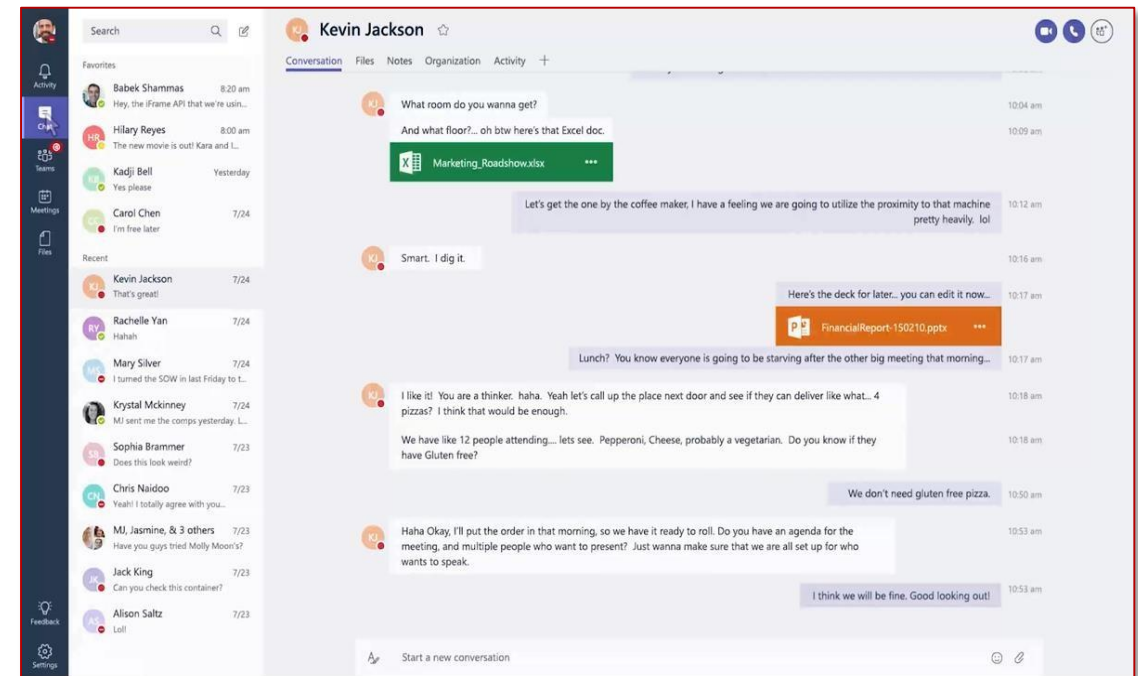
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1. When to use a private chat

In **private chats**, only people involved will be able to view shared messages and files.

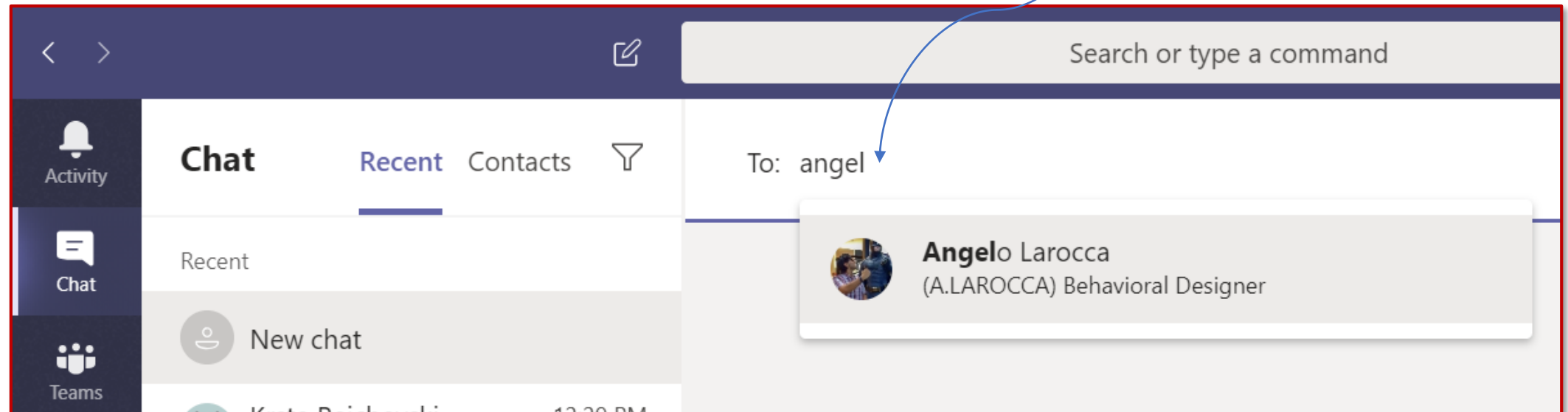
Private chats are much more like an Instant Message in which information is confidential and kept **only between sender and recipient**.



2. How to start a private chat

Write the **name** of the person you want to start a chat with.

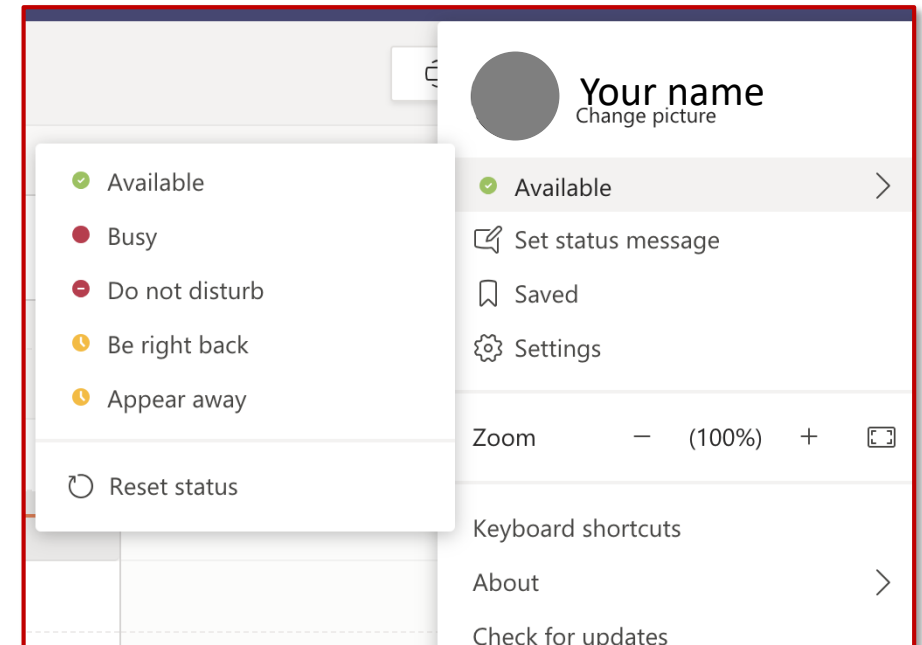
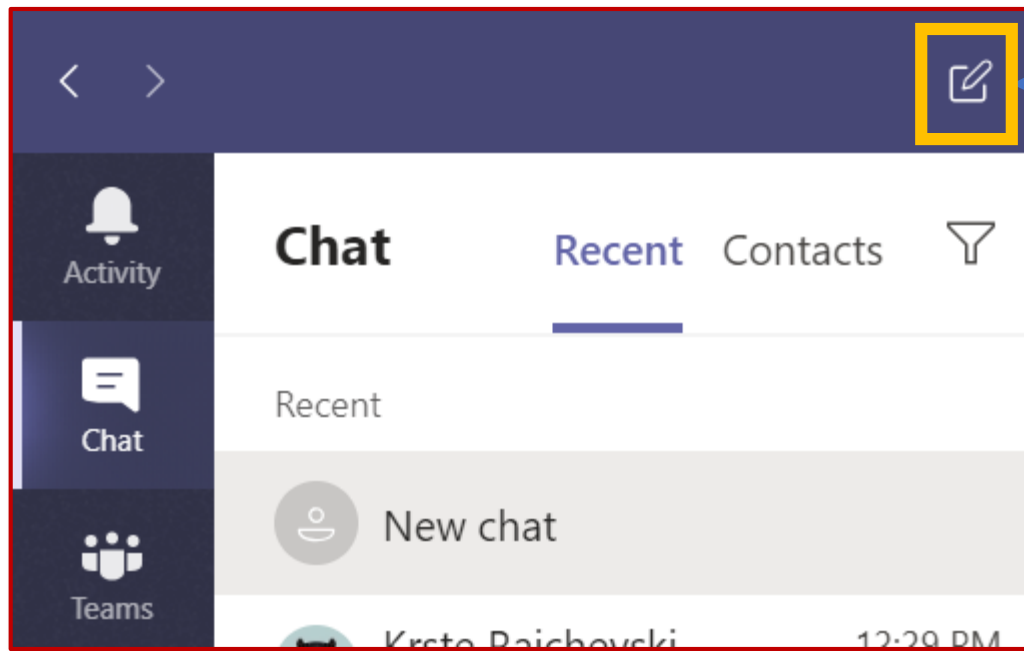
You can insert more than one name to create a **group chat**.



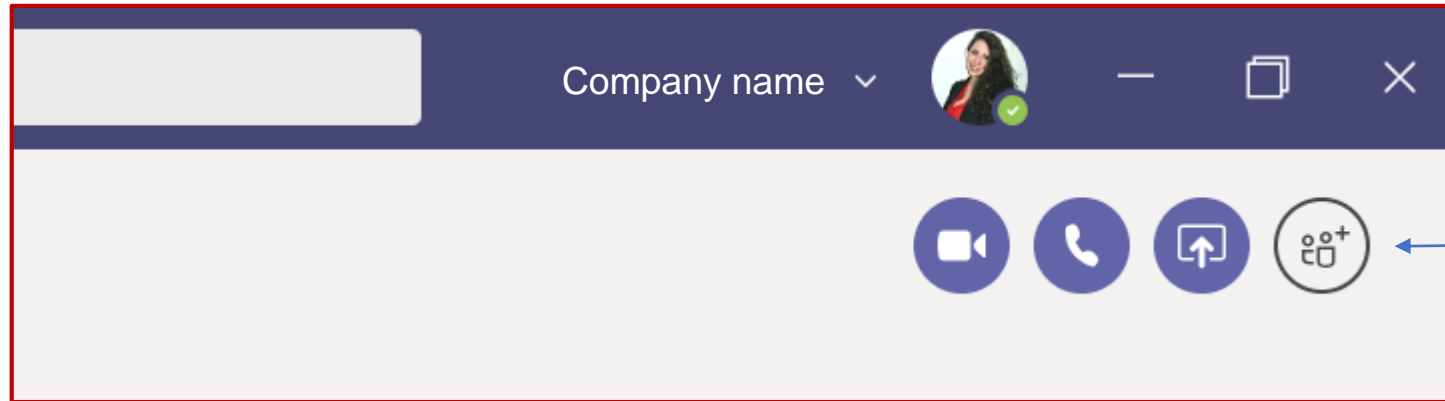
2. How to start a private chat

Click on **New Chat**.

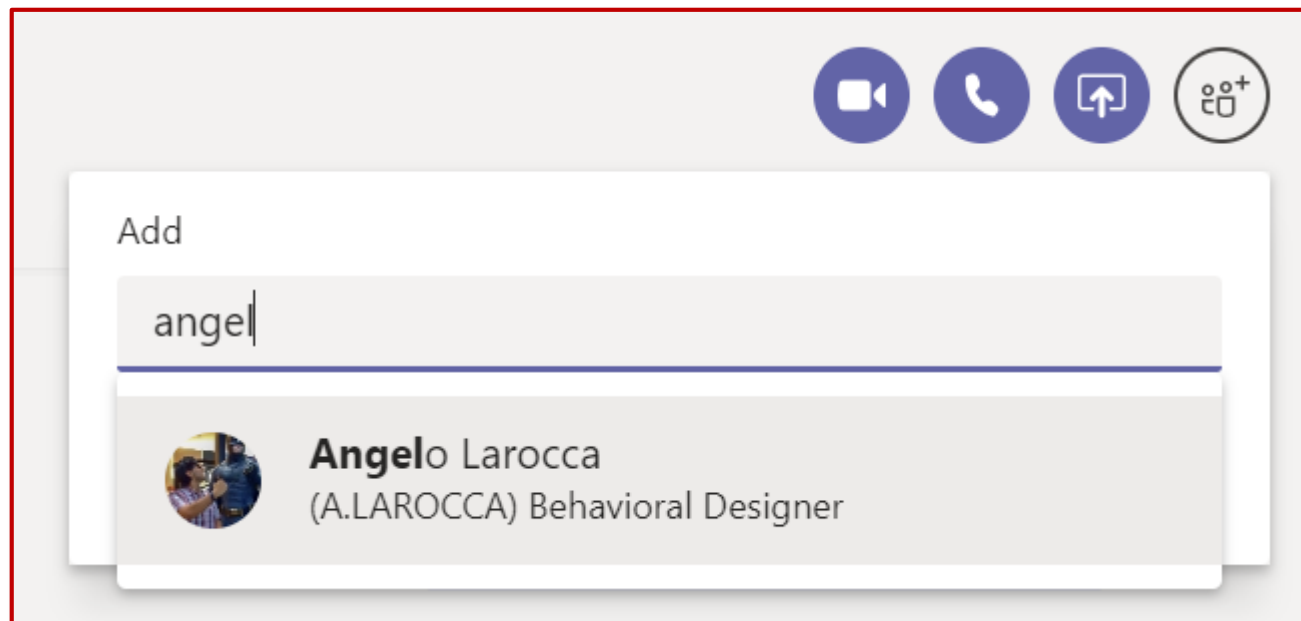
You will see everyone's availability.
You can also set yours from the settings panel:



3. How to add people to a private chat



Click **Add People**



Write the **name** of the person you want to add, then click on the name or press enter

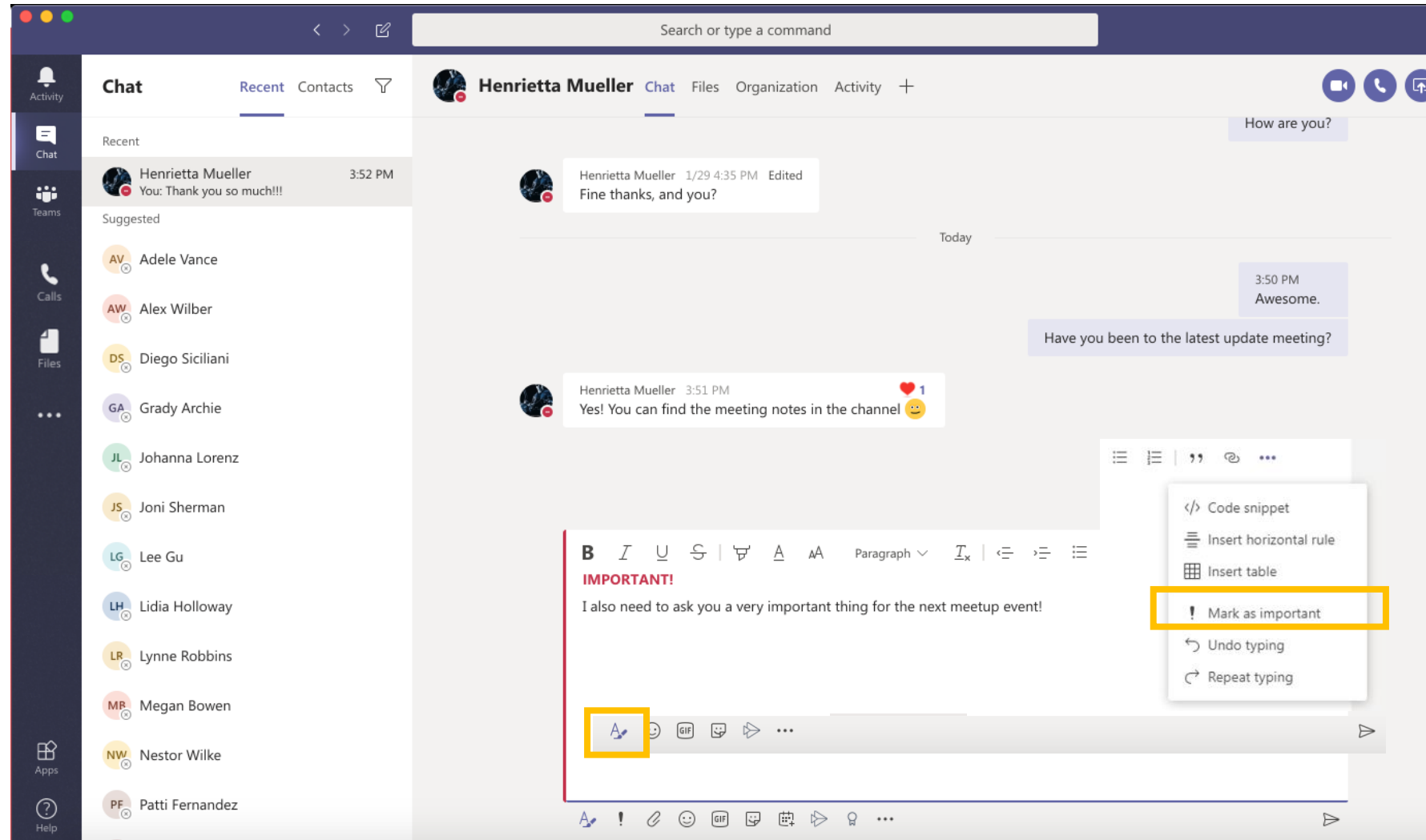
You can chat also with externals that have a professional e-mail account.

Those with a free email account (ex. Gmail, Yahoo, Hotmail) can not be invited

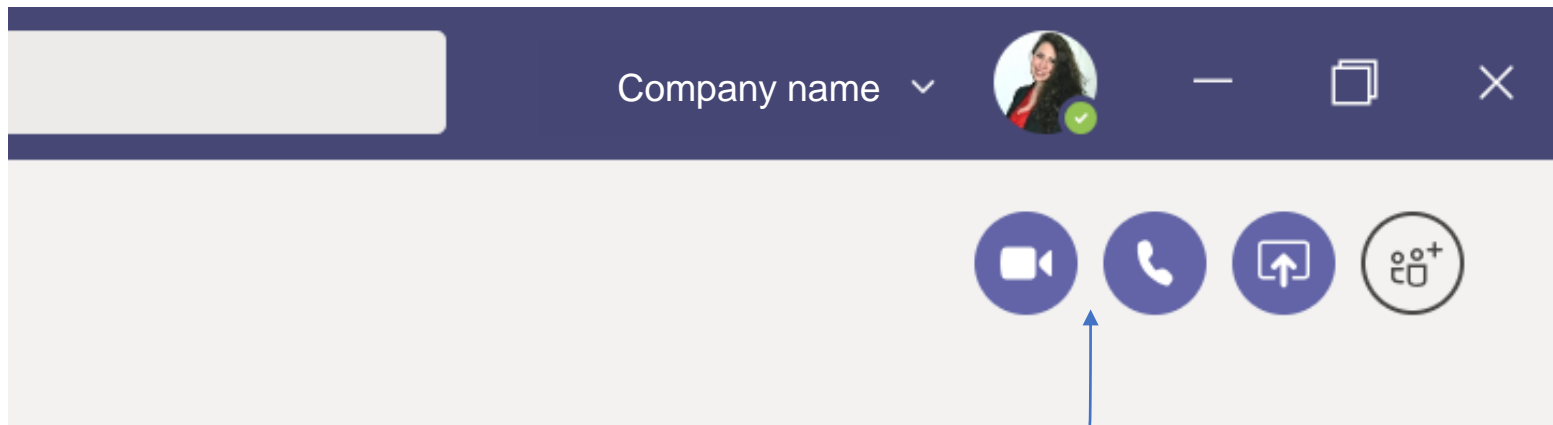
4. How to add urgency to your message

To create an **urgent** message:

1. Open the Chat window.
2. Select the recipient.
3. Create a new message, click on the A with the brush.
4. Click on the three dots to reveal the exclamation mark to label the message as urgent.
5. The red line and the word **IMPORTANT!** will appear automatically. Compose and send the message as usual.



5. How to call a colleague



Open a private chat including the person you want to call and decide whether make an **Audiocall** or **Video call**