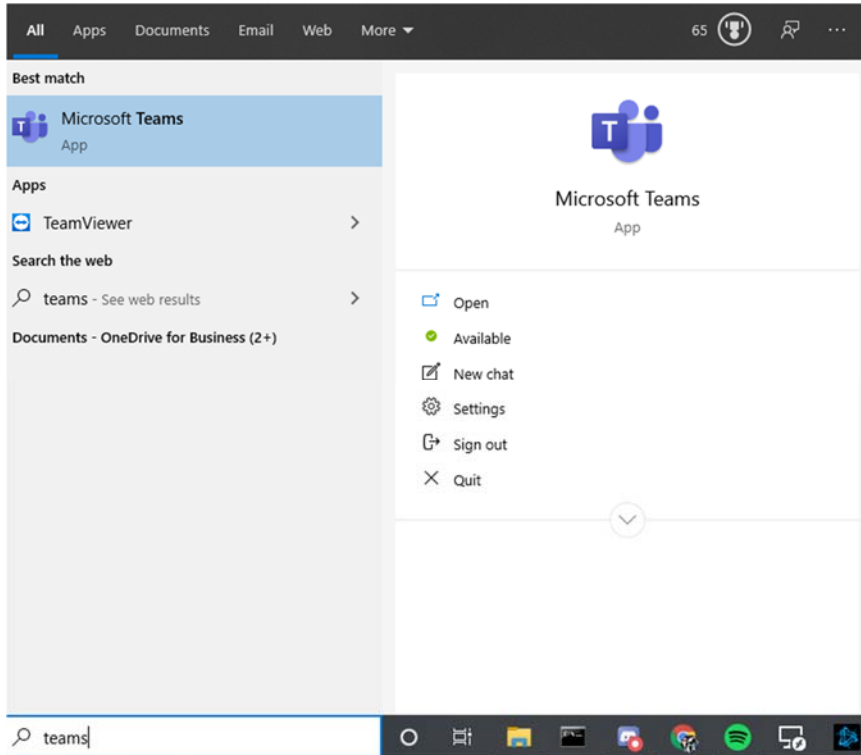
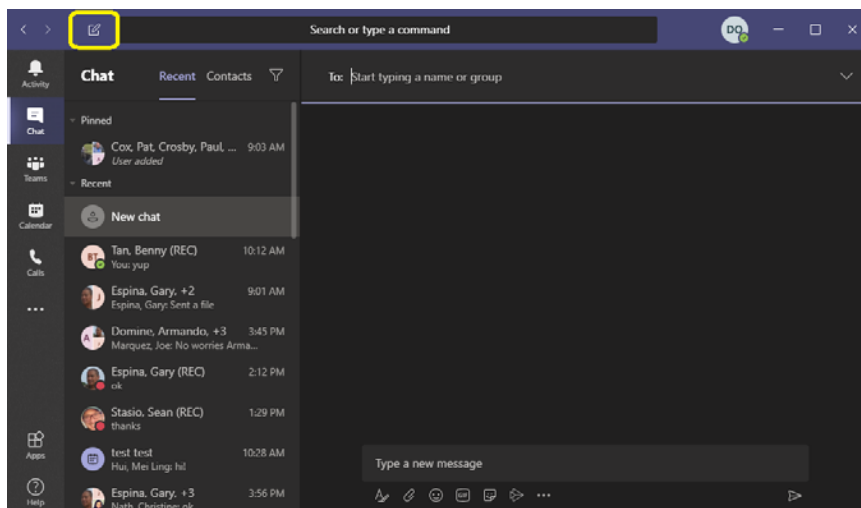


## Intro to WebChat with Teams

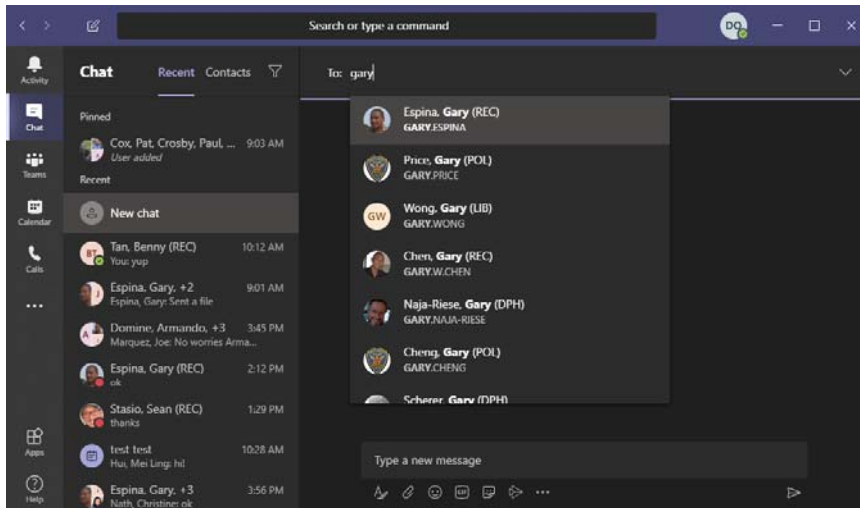
Open the Microsoft Teams application by searching for “teams” in your start menu



Select the “New Chat” button at the top of the window



In the “To:” field, type the name of the person you’d like to chat with and select them from the list



Type your message and hit “Enter”

