

Microsoft Teams – Lesson 3 Formatting Chats

1. Open Microsoft Teams
2. Click **Chat**
3. Select a previous chat to continue that conversation or click the **New Chat** button (Shown below in the red circle.) and **Enter a name, email or group of names** in the search box. (Shown below in the green oval.)
4. Click in the **Type a new message** box at the bottom of the screen and type your message.
5. Click the **Format** button below the chat message compose box. (Shown below in the purple circle.) Formatting buttons appear above the chat box.
6. Select the text you want to format and choose a desired formatting option. You can use the standard text formatting options, like bold, italic, and underline, as well as change the highlight color, text color, and font size.
7. Click the **More Options** button to insert a table or a horizontal line.
8. Spice up your chat more with emoji, gifs and stickers. (Shown below in the yellow rectangle.)
9. Mark a chat as **urgent** or **important** by clicking the exclamation button.
10. Click **Send**.

Emoji are small digital images or icons used to express an idea, emotion, etc.

Stickers are a glorified emoji used to express a feeling, a thought, or just plain old fun.

Gifs are soundless videos or animated images that usually loop and last for a few seconds

