

Microsoft Teams – Private Chat (Basics)

1 Click Chat

2 Click New Chat

3 Start typing the name of your desired participant (or names for a group chat)

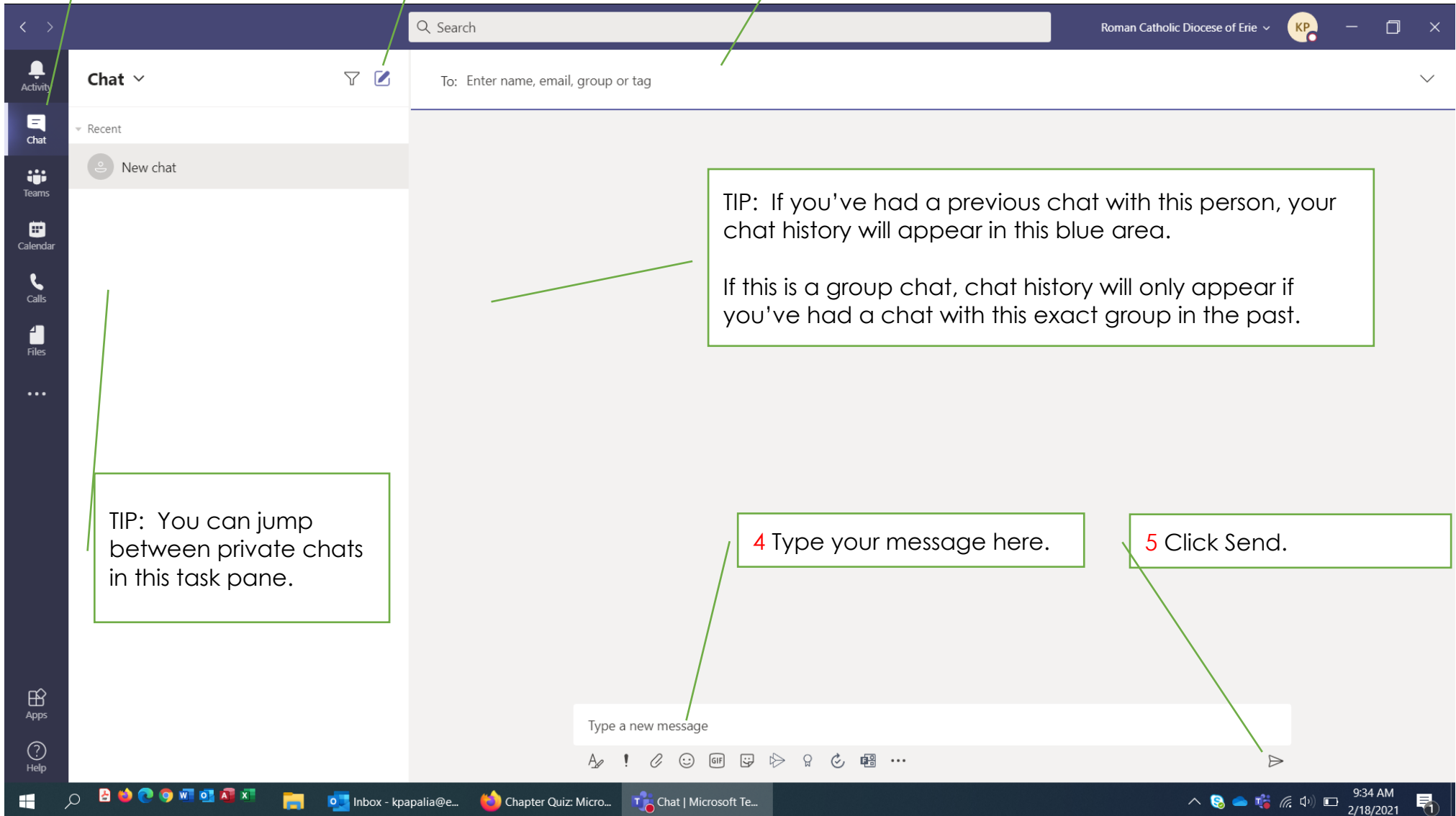
TIP: If you've had a previous chat with this person, your chat history will appear in this blue area.

If this is a group chat, chat history will only appear if you've had a chat with this exact group in the past.

TIP: You can jump between private chats in this task pane.

4 Type your message here.

5 Click Send.



Microsoft Teams – Private Chat (More Skills)

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and the user's name 'Roman Catholic Diocese of Erie'. Below this, the chat header shows 'AS Andrea Schlaufman Chat' with tabs for 'Chat', 'Files', 'Organization', and 'Activity'. On the right side of the chat header, there are icons for video call, audio call, screen sharing, and a plus sign for more options. A red circle highlights these icons. On the left side, the chat list shows a recent chat with 'AS Andrea Schlaufman' with the message 'You: Hello'. A context menu is open over this chat, listing options: 'Pop out chat', 'Mark as unread', 'Add to favorite contacts', 'Mute', 'Unhide', 'Notify when available', and 'Manage apps'. The main chat area contains a message with the title 'Popular Features of the More Options Menu' and several paragraphs of text explaining various chat features. Three green boxes highlight specific parts of the message: the first box highlights the title and the 'Pop out chat' feature; the second box highlights the 'Mute', 'Hide/Unhide', and 'Notify when available' features; the third box highlights the 'Leave' and 'Pin' features. On the right side, there are three more green boxes: the first highlights the 'Video Call' button, the second highlights the 'Audio Call' button, and the third highlights the 'Screen Sharing' button. At the bottom, there is a text input field 'Type a new message' and a toolbar with various icons for emojis, GIFs, and other chat functions. The Windows taskbar is visible at the very bottom, showing several open applications and the system tray with the time '9:48 AM 2/18/2021'.

Search

Roman Catholic Diocese of Erie

AS Andrea Schlaufman Chat Files Organization Activity +

Video Call Audio Call Screen Sharing +

1/13 11:04 AM

Recent

New chat

AS Andrea Schlaufman You: Hello

Pop out chat

Mark as unread

Add to favorite contacts

Mute

Unhide

Notify when available

Manage apps

Popular Features of the More Options Menu

Pop out chat to open chat in a window you can see while you work in other applications.

Mute: Stop receiving notifications for this chat

Hide/Unhide: reduce clutter in your chat list. The chat will come back when you start new chat.

Notify when available: Get a notification when a previously “busy” individual is available for a chat.

Leave: Group chats will provide you with the option to leave a group chat.

Pin: At some point old chats will automatically hide. Click Pin if you don't want a chat to automatically

To elevate this chat to a video meeting, click the **Video Call** button.

You can initiate a simple audio by clicking the **Audio Call** button.

You can share your screen by clicking the **Screen Sharing** button.

You can add participants by clicking the **Add People** button. And choose if you want the new participant to see chat history

Type a new message

Windows taskbar: Inbox - kpalia@e..., Chapter Quiz: Micro..., Andrea Schlaufman..., Document1 - Word

9:48 AM 2/18/2021