

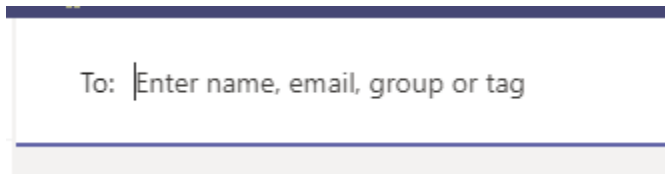
Chat

The Chat tab is used to access individual conversations or group conversations that are not based on a Team.

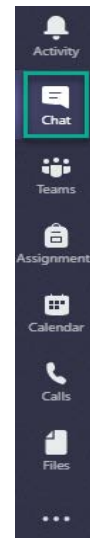
A new chat can be started by clicking on the Pencil Icon at the top of the page.



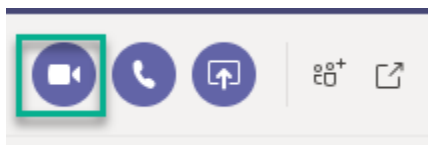
Then type the name of the person you are trying to connect to:



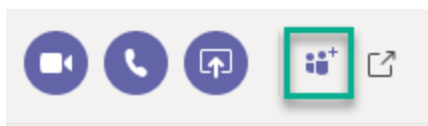
To:



From inside a chat, there is the same Text/attachment/emoji/gif functionality as a Team conversation, but without sectioned topics/replies. A/V calls can be initiated in the top right corner.



Additional members can be added to the conversation using the icon in the top right corner. Whenever you add a new person, you will have the option to include all chat history, include chat history for the last designated amount of days, or include no chat history.



Any files shared through a conversation will be saved to your One Drive, rather than a Teams based SharePoint page. A new folder named "Microsoft Teams Chat Files" will be added to your One Drive once files are shared here.