# Send a Chat to All Attendees

| **Step** | **Action** | **Graphic** |
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| 1. | To access the Chat in your Team meeting, click the conversation button. The Meeting Chat opens on the right side of the screen. Enter your text in the text box at the bottom of the Meeting Chat window. | Microsoft Teams screen with red square around conversation  button  Microsoft Teams meeting chat screen |
| 2. | Click the Format button to expand the text box and bring up text formatting options. | Microsoft Teams chat screen with red square around format  button |
| 3. | You can set the delivery options by clicking on the exclamation point. | Microsoft Teams chat screen with red square around message options  button |
| 4. | You can attach a file from your computer or OneDrive by clicking on the paperclip. | Microsoft Teams chat screen with red square around attachment  button |
| 5. | You can add an emoji to your message by clicking on the emoji button. | Microsoft Teams chat screen with red square around emoji  button |
| 6. | You can add a GIF to your message by clicking on the GIF button. | Microsoft Teams chat screen with red square around GIF button |
| 7. | You can add a sticker to your message by clicking on the Sticker button. | Microsoft Teams chat screen with red square around sticker button |
| 8. | Click on the three dots to choose from a list of available apps. |  |
| 9. | When you are finished composing your message, click Send or hit Enter on your computer keyboard. | Microsoft Teams chat screen with red square around send button |
| 10. | After posting your message, you can edit it or delete it. Hover over the message and click the three dots to access the message options. | Microsoft Teams screen with red square around option, edit, delete |
| 11. | To close the Chat window, click the conversation button. | Microsoft Teams screen with red square around conversation  button |

# Send a Private Chat

| **Step** | **Action** | **Graphic** |
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| 1. | Hover over the image of the person you want to send a message to and a window appears that allows you to send a message to that person. | Microsoft Teams screen with red square around send a quick message |

# Chat Options

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| 1. | Hover over a message to bring up the options. You can choose an emoji to react to the message. | Microsoft Teams screen with options for chat message |
| 2. | Click on the three dots to access options for the message. | Microsoft Teams screen with red square around more options for chat message |