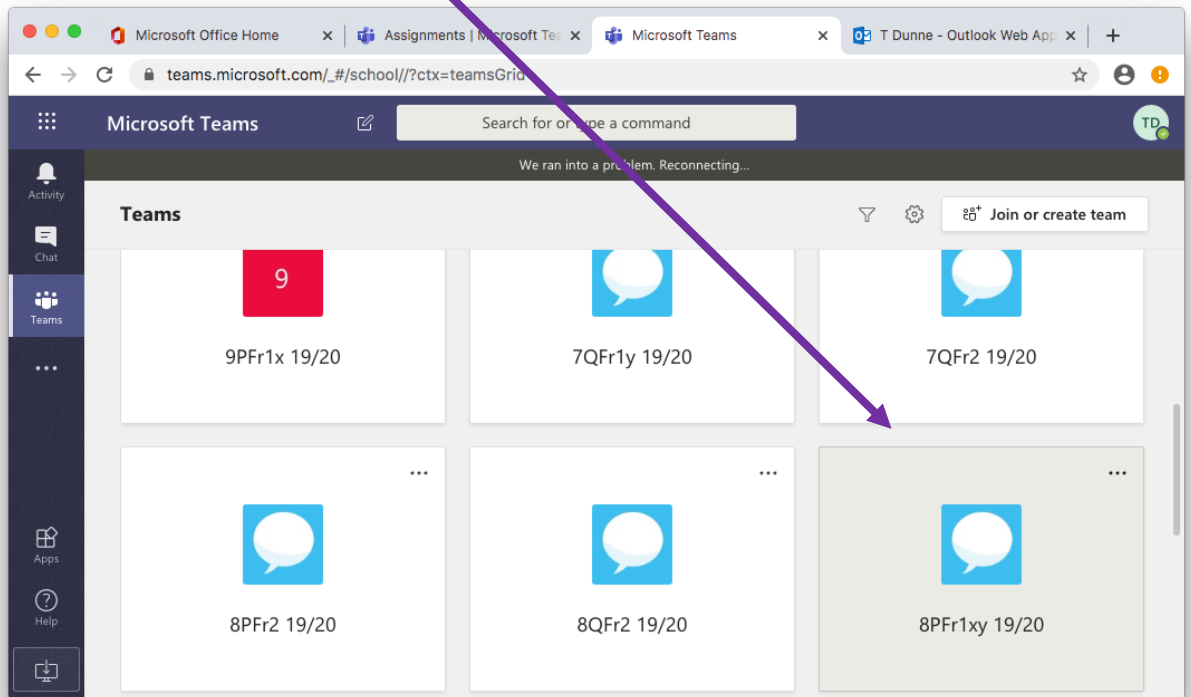


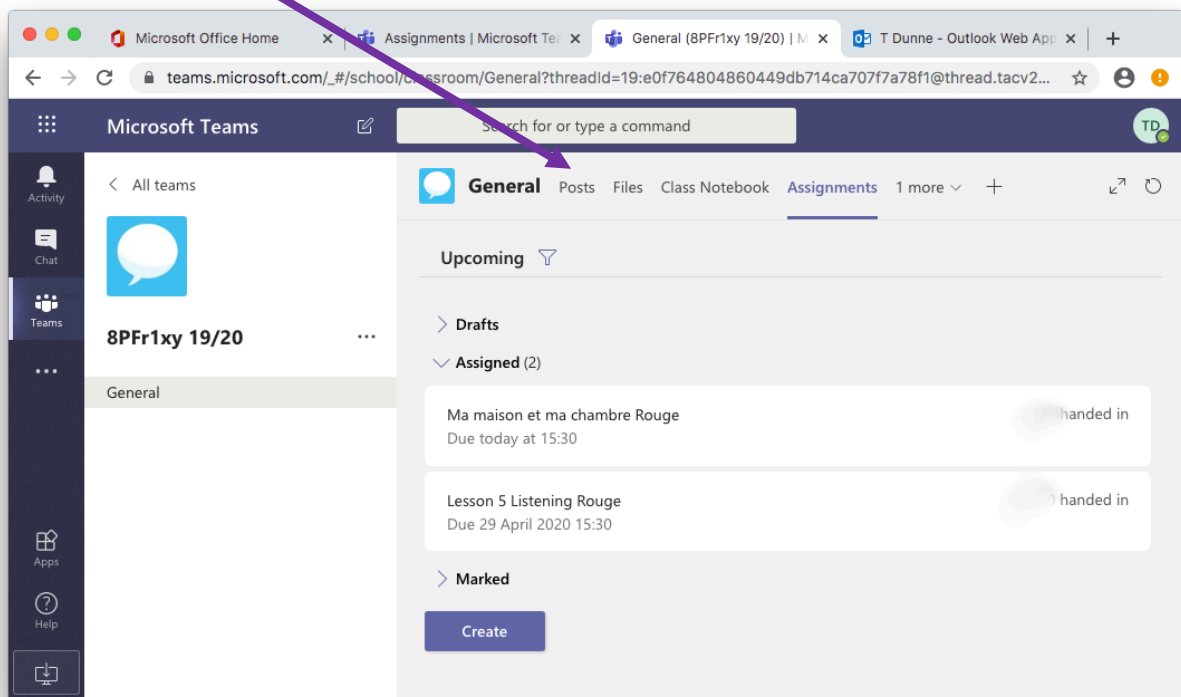
# How to use the chat on Teams

If you are struggling to use the **chat** facility in your Team, this is how you do so!

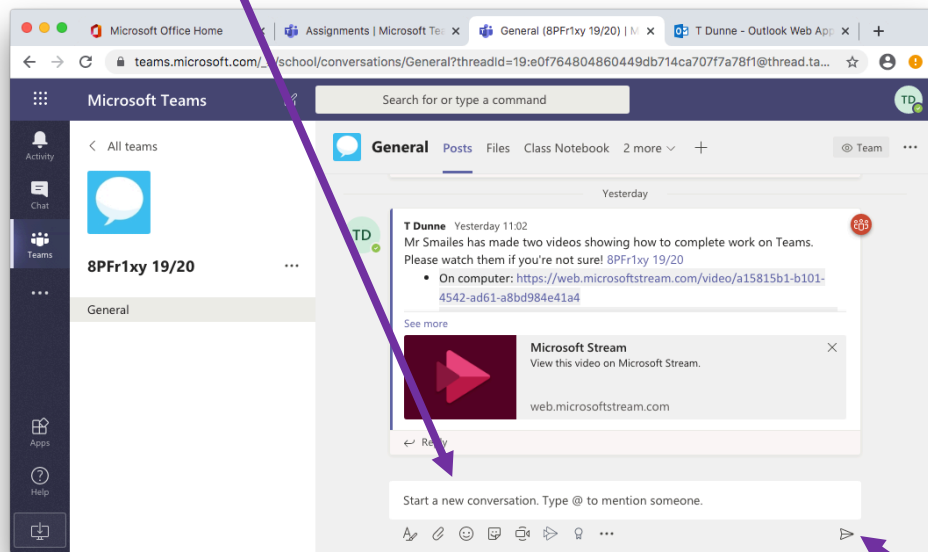
- 1) Open the Team you want to access.



- 2) Click on **Posts**.

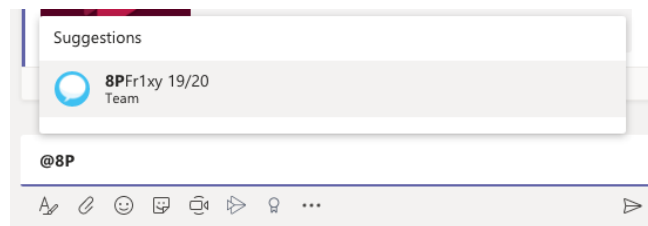


3) To start a conversation, type here.



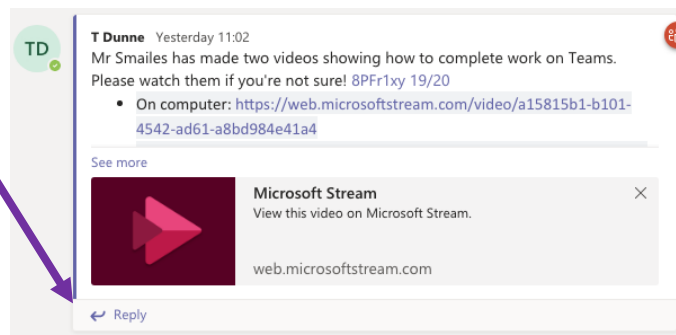
4) Shift and enter starts a new line. Enter sends your message or click on the paper plane.

5) To send a notification to the Team, type @ and the name of the group with no space, e.g. @8PFr1xy 19/20. Options pop up as you start typing and you can click these.



6) To send a notification to an individual, type @ and their username.

7) Just like email, you can reply to conversations to keep them all together. Hit the **reply** button on the conversation.



8) Please remember to use chat responsibly 😊

# Please use Teams responsibly

## Do:

Ask questions or get help with work or assignments

Get help with Office 365 or Teams

Help others who have questions



## Don't

Use the Team for general chat with the rest of the class

Post jokes or memes

Expect replies immediately or outside of school hours