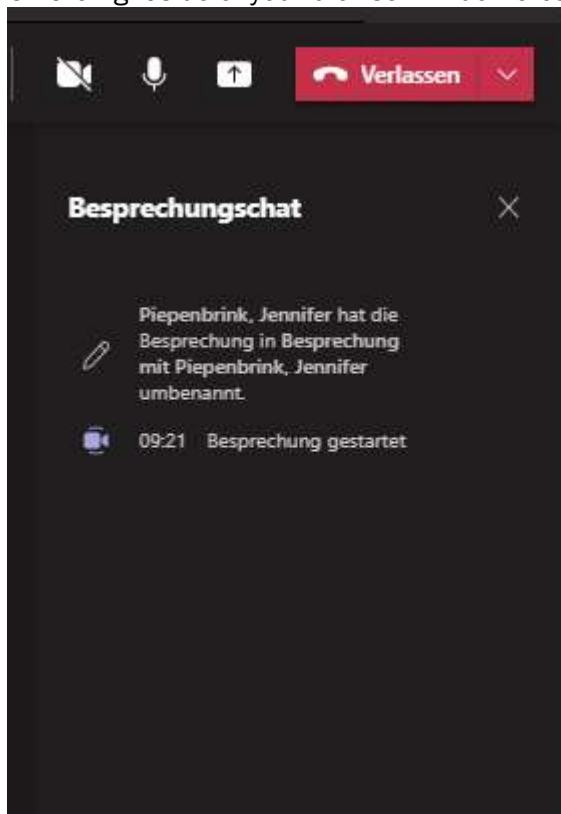# 1   Chat function in Microsoft Teams

To use the Chat funktion in Microsoft Teams please proceed as follows:

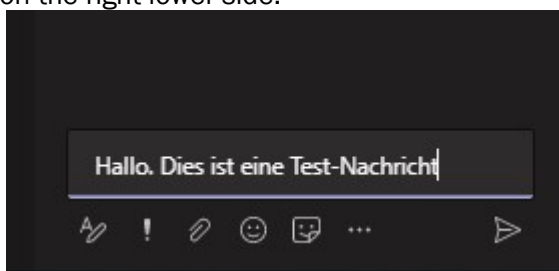**1.** To open the Chat window, click on the speech bubble.
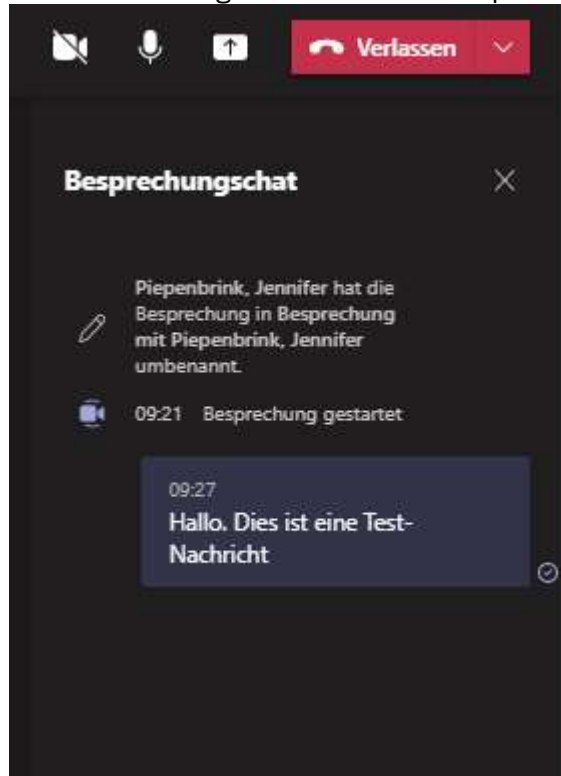

2. On the right side of your browser window a conversation chat will appear.

3. Type your message in the white lower field. To send hit the enter button or click on the arrow on the right lower side.
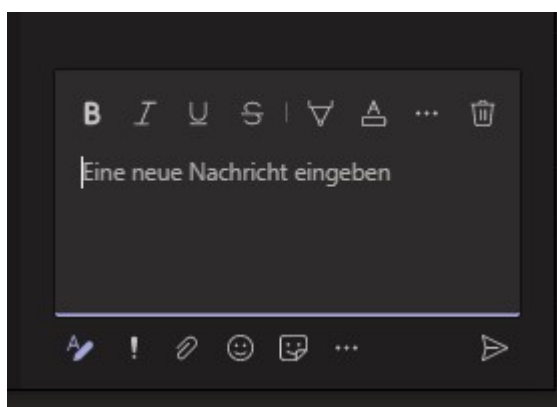
4. Your chat message will be visible to all participants.

5. The red dot over the speech bubble indicates that a participant has sent a message.

6. You can format your message. Click on the „A" with the pen in the lower area of the meeting's chat window.

7. Clicking on the three dots to open an expanded Menu. Here you have different options to format your text or to mark your message as important.