

Microsoft Teams: Instant messaging

Last Modified on 10/04/2024 8:58 am EDT

This article reviews **instant messaging** features within **Microsoft Teams**.

See also:

- [Microsoft Teams: Accessibility features](#)
- [Microsoft Teams: File storage and sharing](#)
- [Microsoft Teams: Video conferencing](#)

In "Chat"

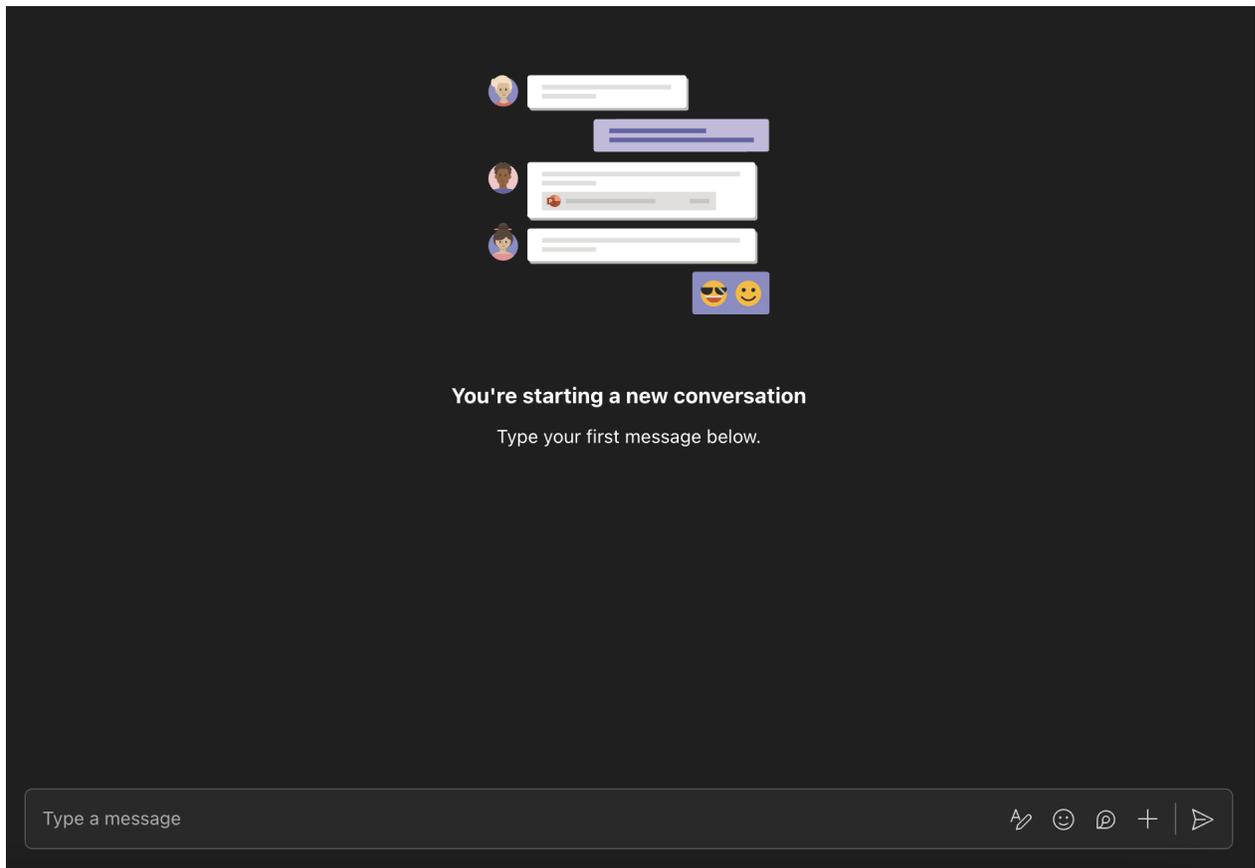
Ideal for:

- 1-on-1, direct messaging
- Small group messaging
- Temporary or ad-hoc messaging



Create a new chat

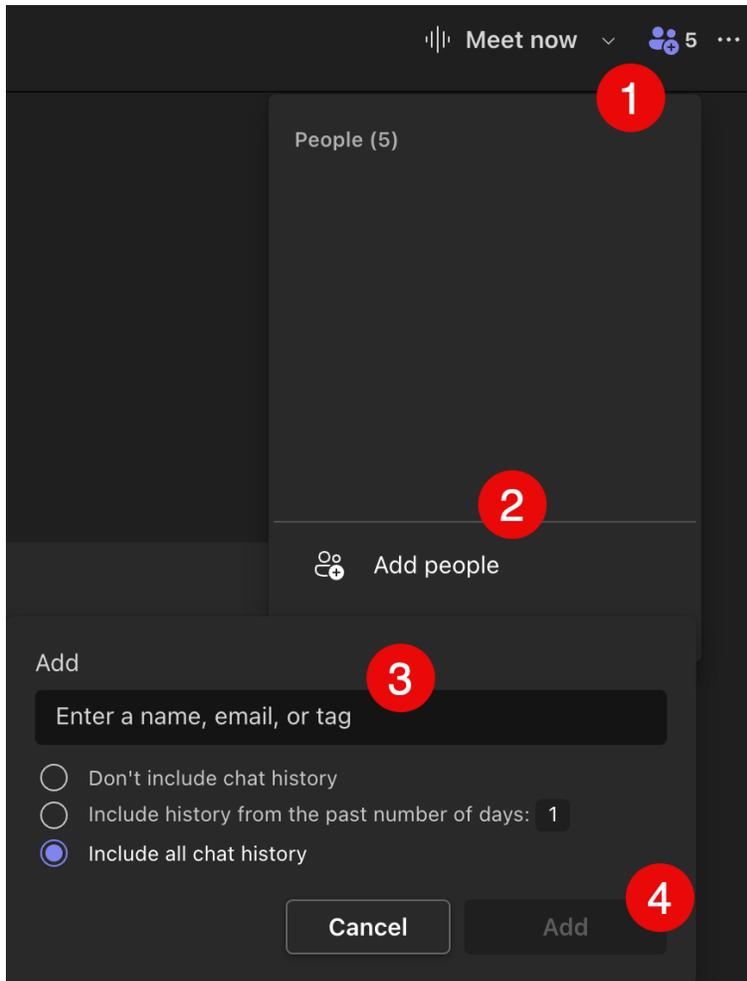
1. Open **Microsoft Teams**
2. Click the **Chat icon** 
3. Click the **New chat icon** 
4. Type in the **name** or **email** of the individual(s) you'd like to add
5. Begin **typing** in the message box



6. Click the **Send icon** ➤ when ready

Add individuals to a chat

1. Open **Microsoft Teams**
2. Click the **Chat icon** ☰
3. Select **the chat** you'd like to add someone to
4. Click the **Add Participants icon** 👤+
5. Click **Add People**
6. Type in the **name** or **email** of the individual(s) you'd like to add
7. Select whether to include **chat history**
8. Click **Add**

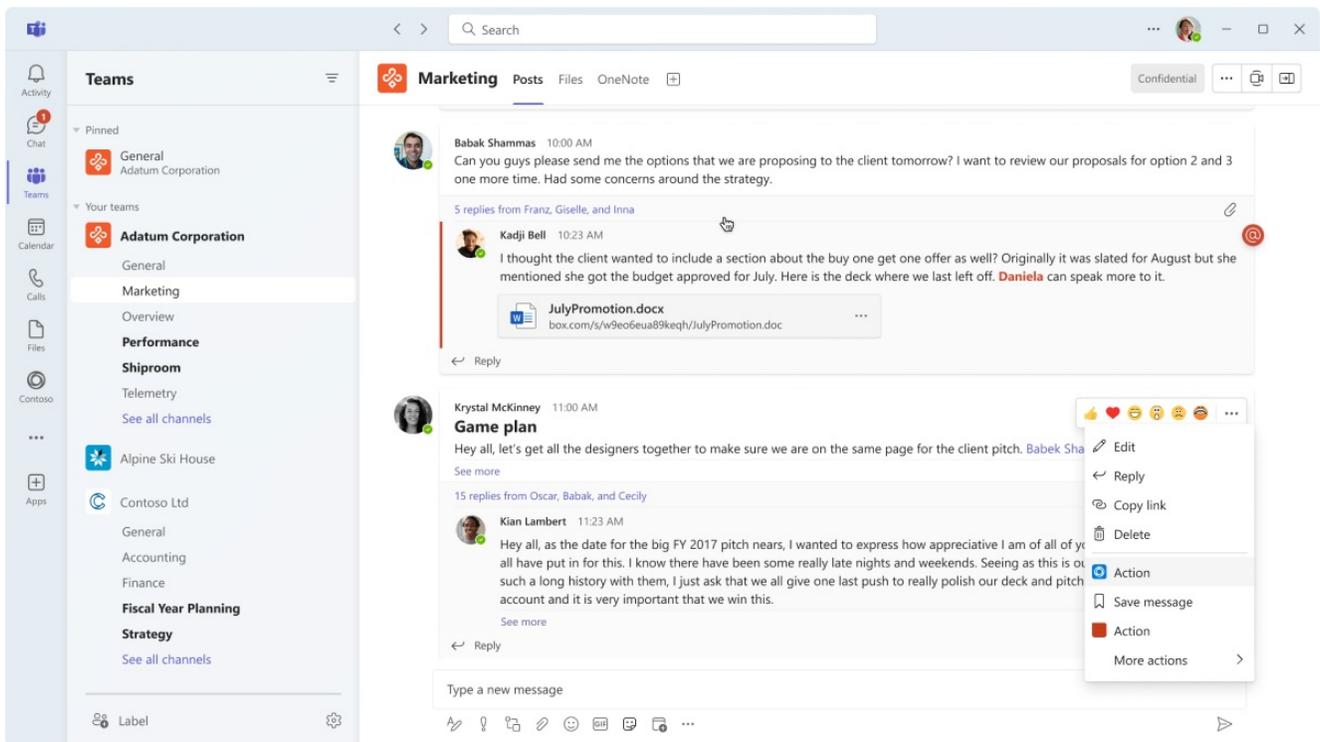


In a "Channel"

Ideal for:

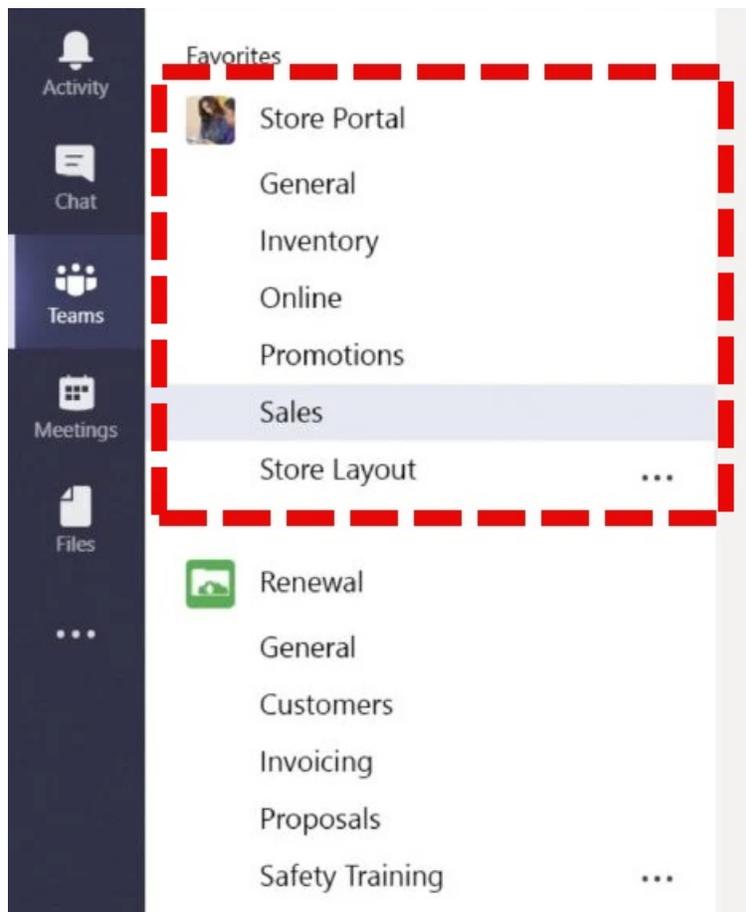
- Large group discussions
- Multiple, simultaneous messaging threads
- A searchable log of conversations

Warning: Messaging in a Channel requires a Team. See [Microsoft Teams: Overview](#) for how to request one.



Create a new thread

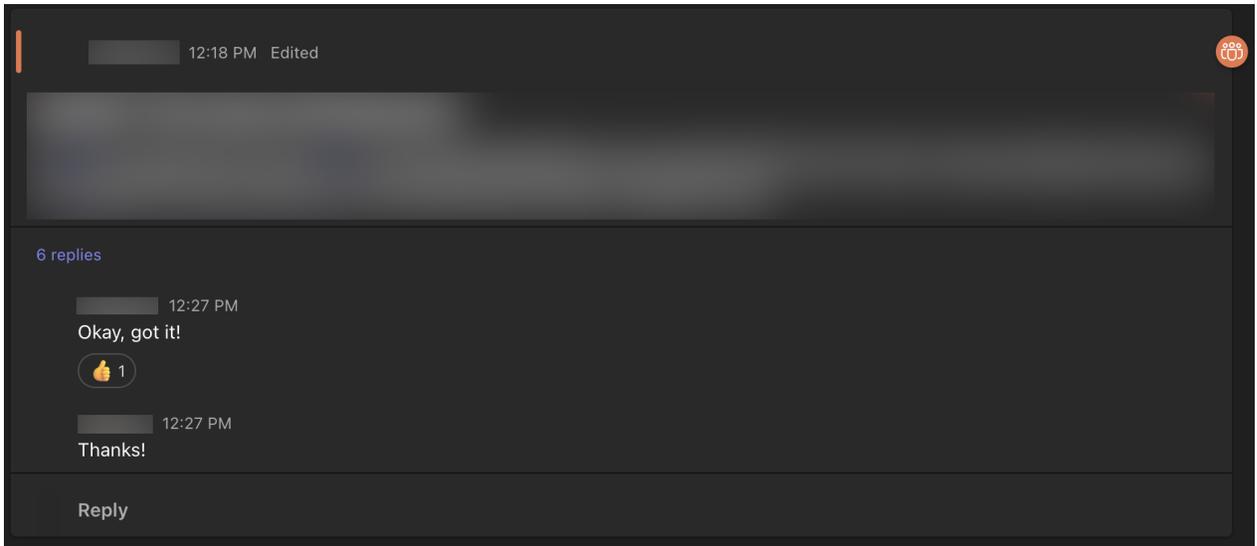
1. Open **Microsoft Teams**
2. Click the **Teams icon** 
3. Select the **Team and Channel** you'd like to post in



4. Click **Start a post** or the **New message icon** 
5. Type your message and click **Post**

Respond to a thread

1. Open **Microsoft Teams**
2. Click the **Teams icon** 
3. Select the **Team and Channel** you'd like to post in
4. Find the **thread** you'd like to respond to
5. Click **Reply**



6. Type your message and click the **Send icon** ➤

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor