

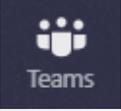


**Microsoft Teams
Help & Learning
Guide:**

**Chat & Share
files in Teams**

Chat and share files in Teams

Start a new conversation... ...with the whole team

1. Click Teams  , then pick a team and a channel.

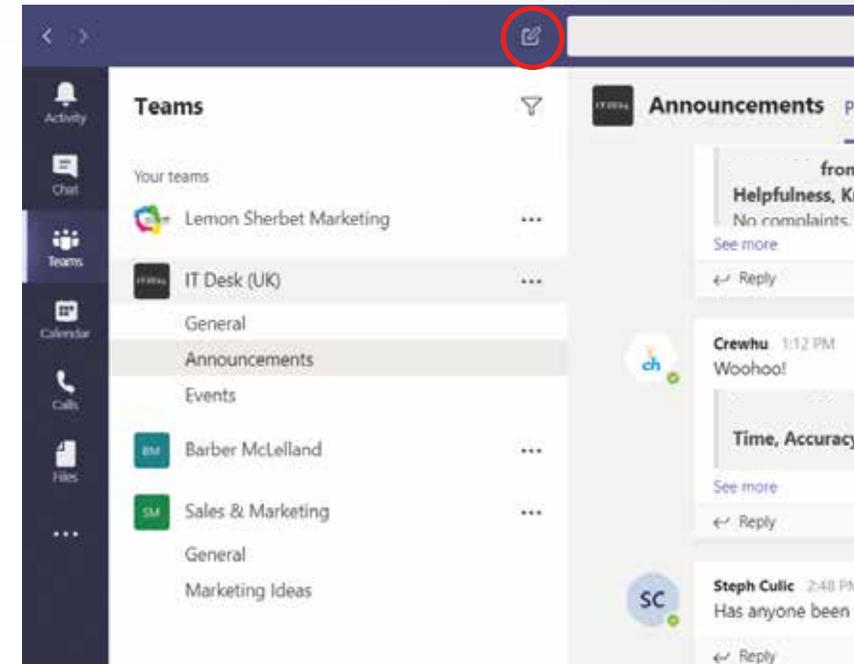
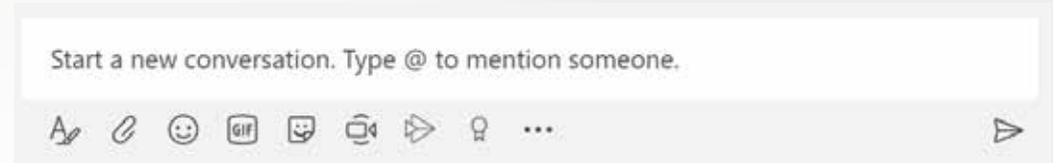
2. In the box where you type your message, say what's on your mind and click Send  .

...with a person or group

1. At the top of the app, click **New chat**  .

2. In the To field, type the name of the person or people you want to chat with.

3. In the box where you type your message, say what's on your mind and click Send  .

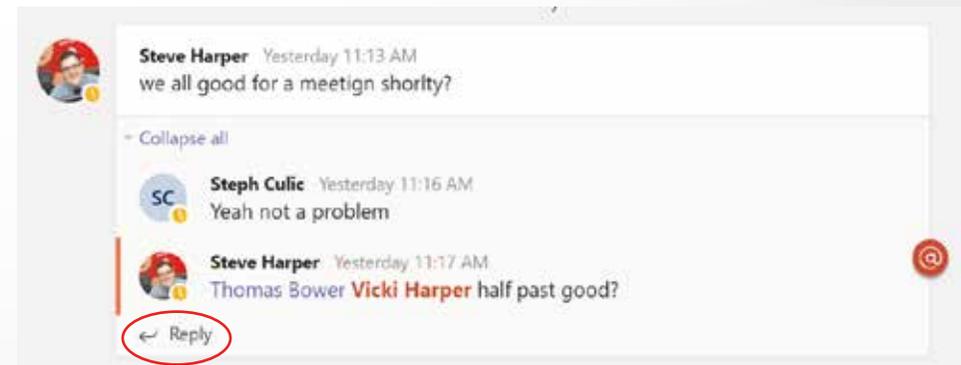


Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

Find the conversation thread you want to reply to.

Click **Reply**, add your message, and click **Send**  .



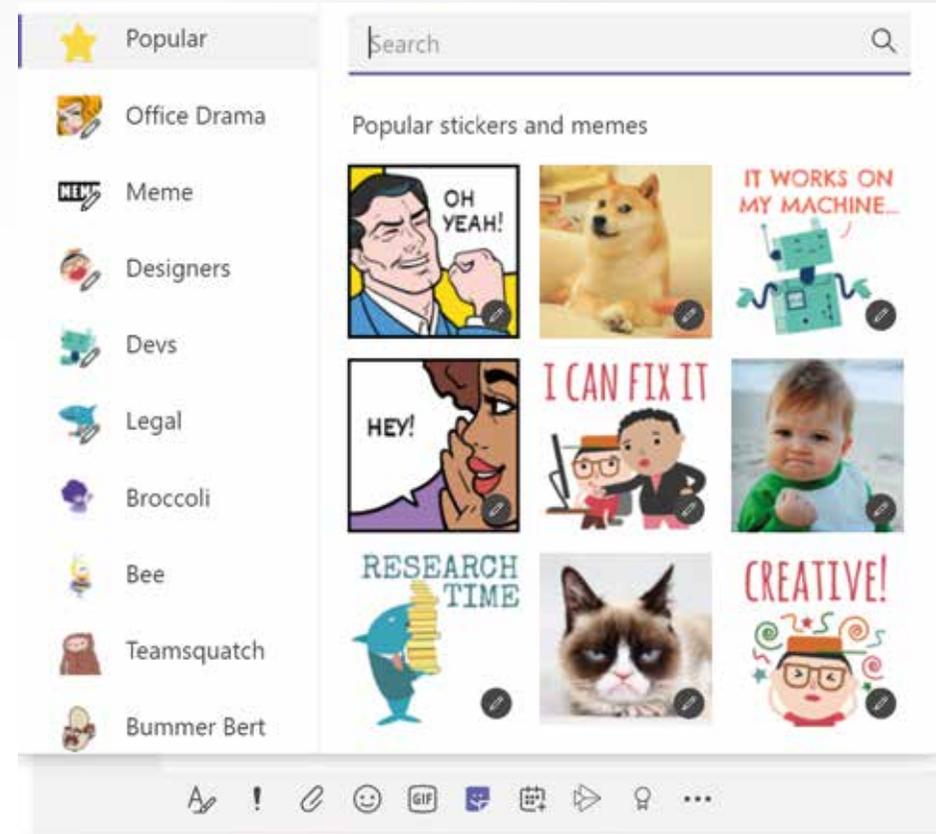
Chat and share files in Teams

Have fun with emoji, memes, and GIFs

Express yourself and impress your coworkers!

Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories.

The **Sticker**  catalog contains a wide variety of customizable stickers and memes — you can even upload your own! Check out **Emoji**  for smiley faces and **Giphy**  for animated GIFs.



Chat and share files in Teams

Share a file

Sometimes words aren't enough, and you need to post a file to a channel conversation.

Tip: Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, click **Attach**  under the box where you type your message.

2. Select from these options:

- **Recent**
- **Browse Teams and Channels**
- **OneDrive**
- **Upload from my computer**

3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** .

You can always see all the files you post to a channel by going to the **Files** tab.

