Send a message in Teams and Chat

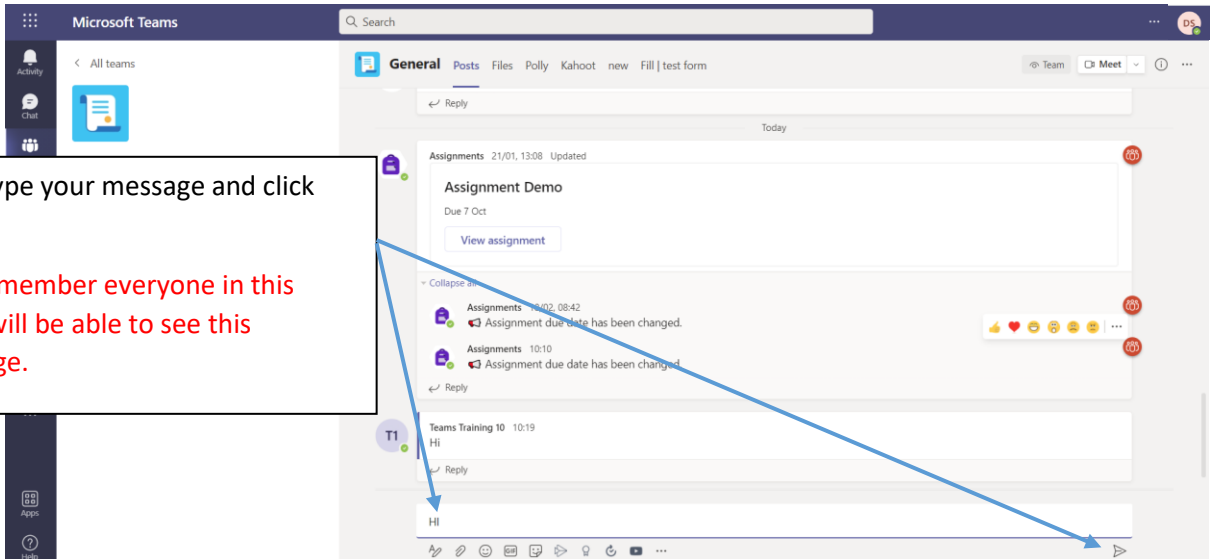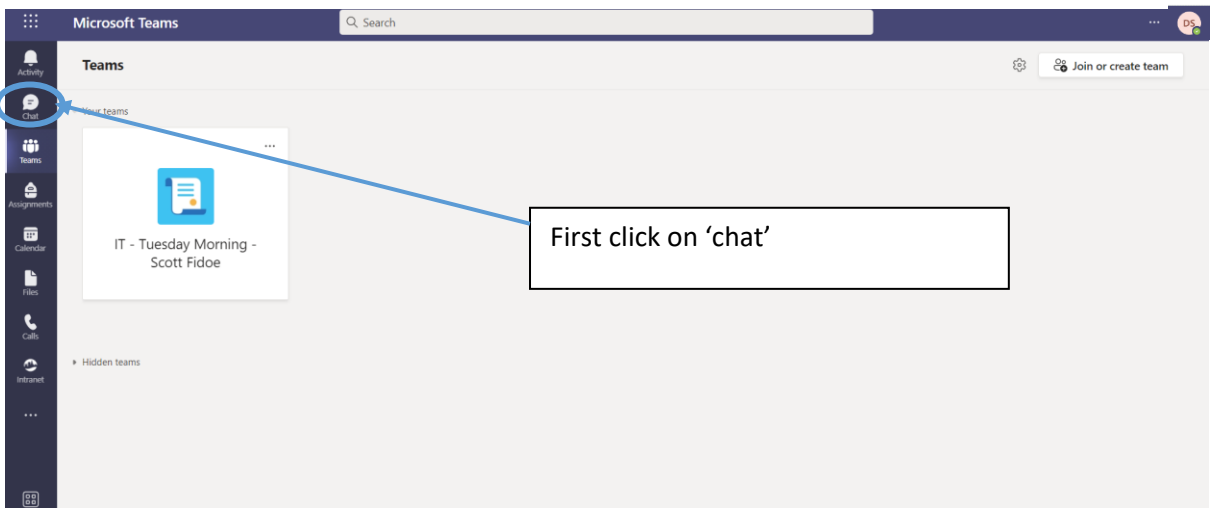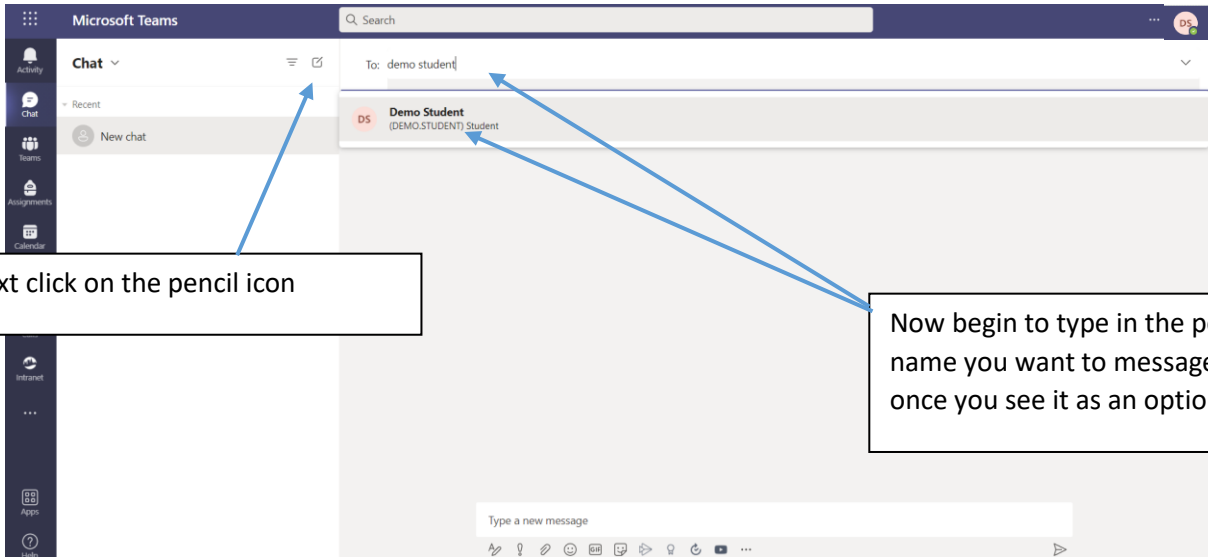First Go to the Team you want to send the message to

Now click on 'New conversation' at the bottom of your screen

Next type your message and click send.

Just remember everyone in this team will be able to see this message.

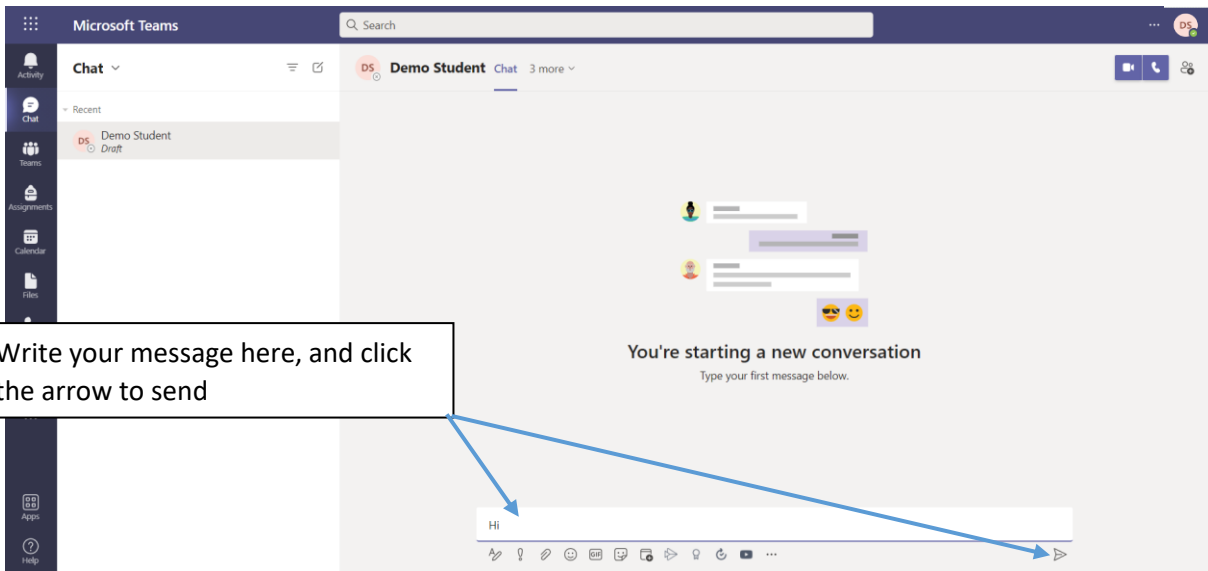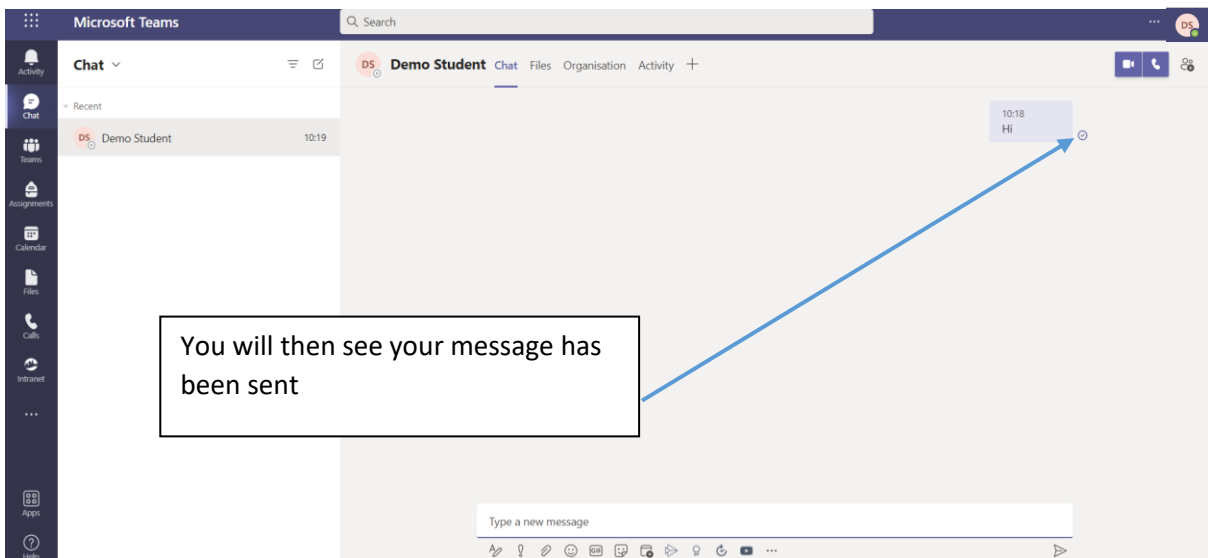## Sending a private message in Team's

First click on 'chat'

Next click on the pencil icon

Now begin to type in the person's name you want to message and once you see it as an option press it

Write your message here, and click the arrow to send

You will then see your message has been sent