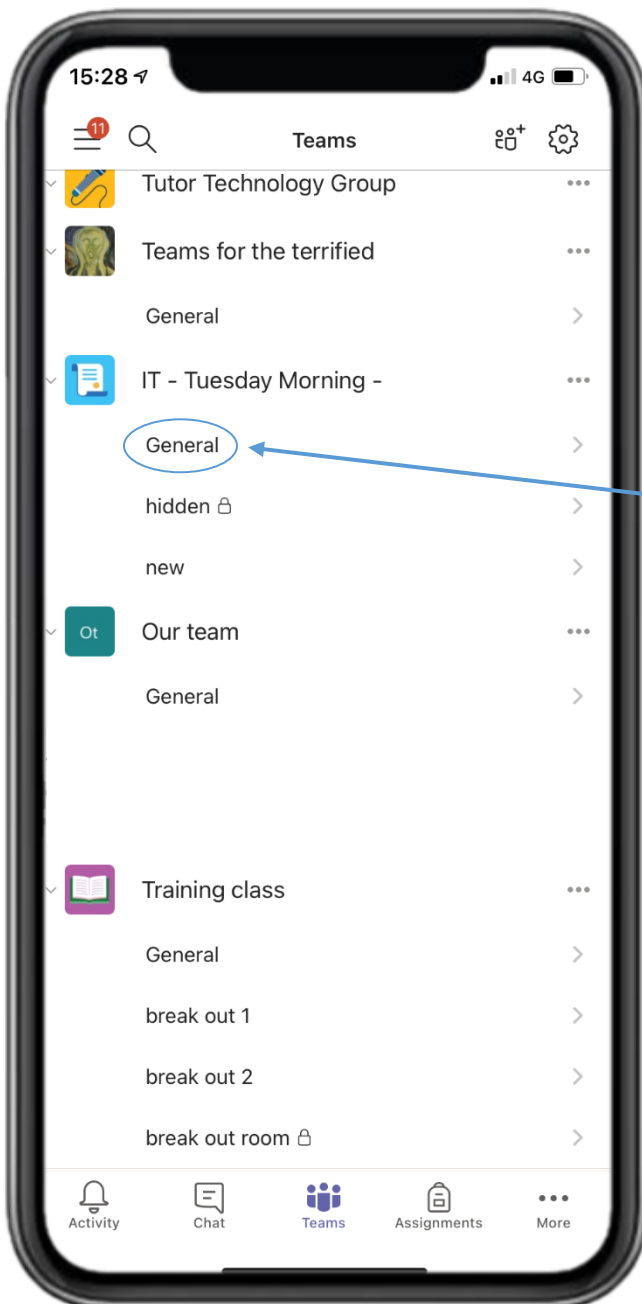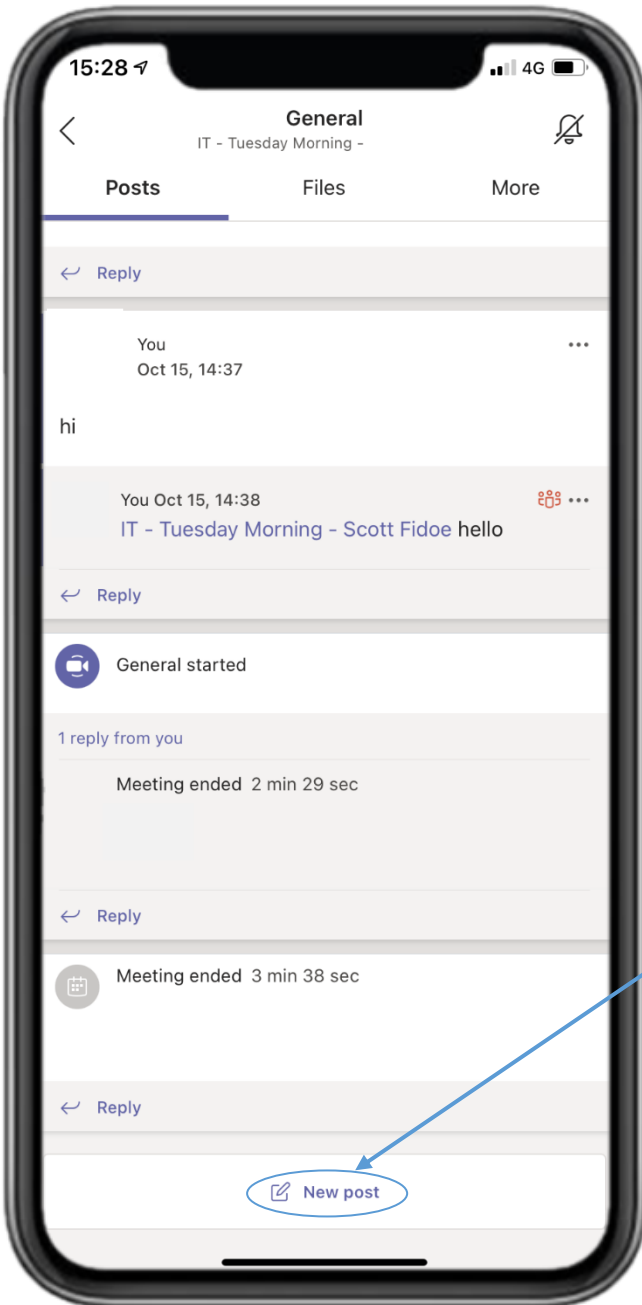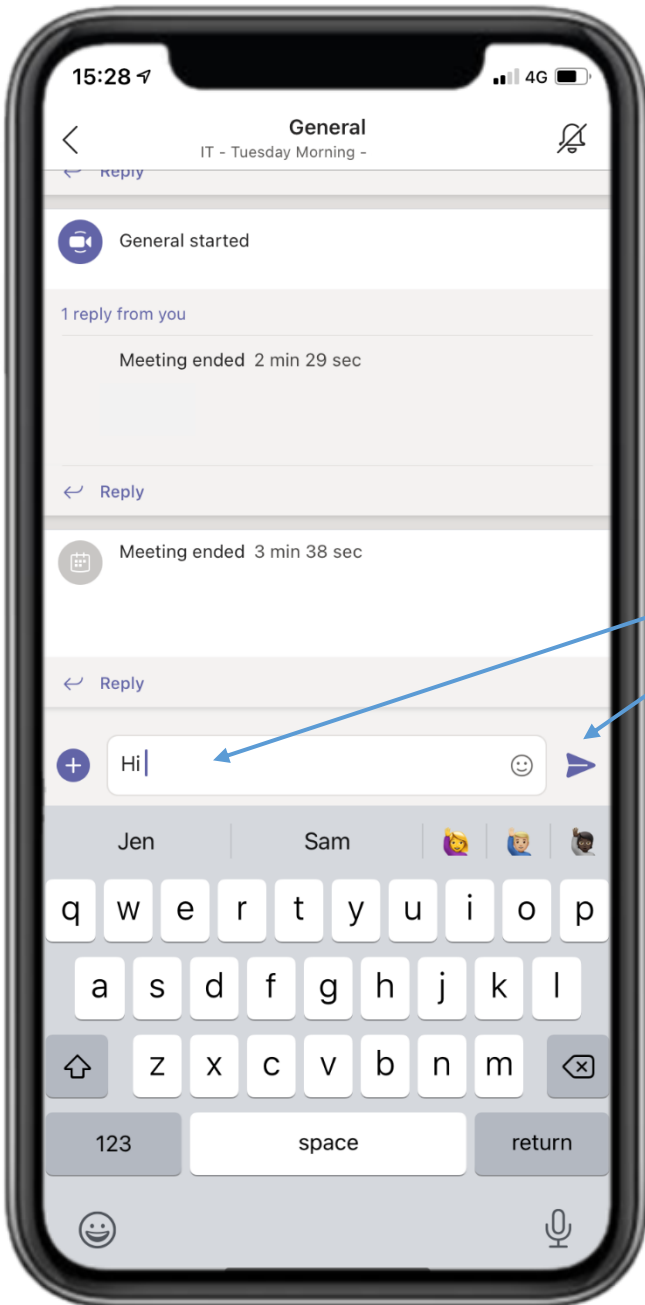# Sending messages in teams on a phone

Sending a message to a team

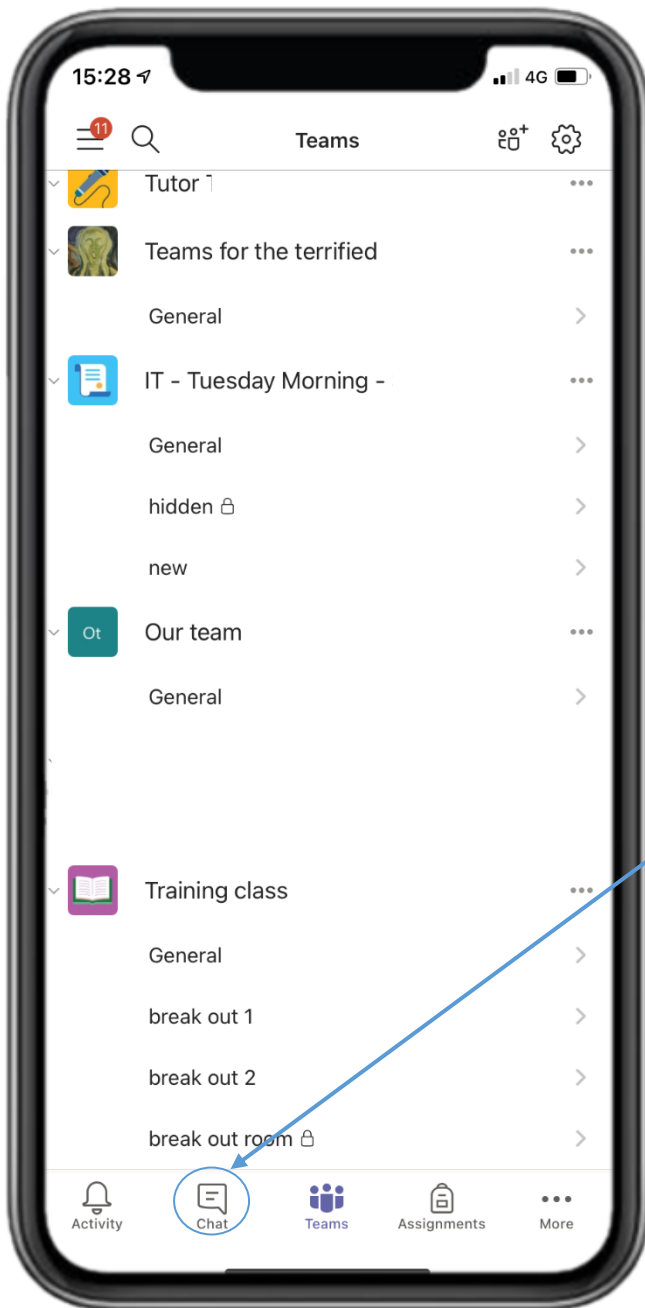In the Team's application first find the team you want to send the message in and click on General

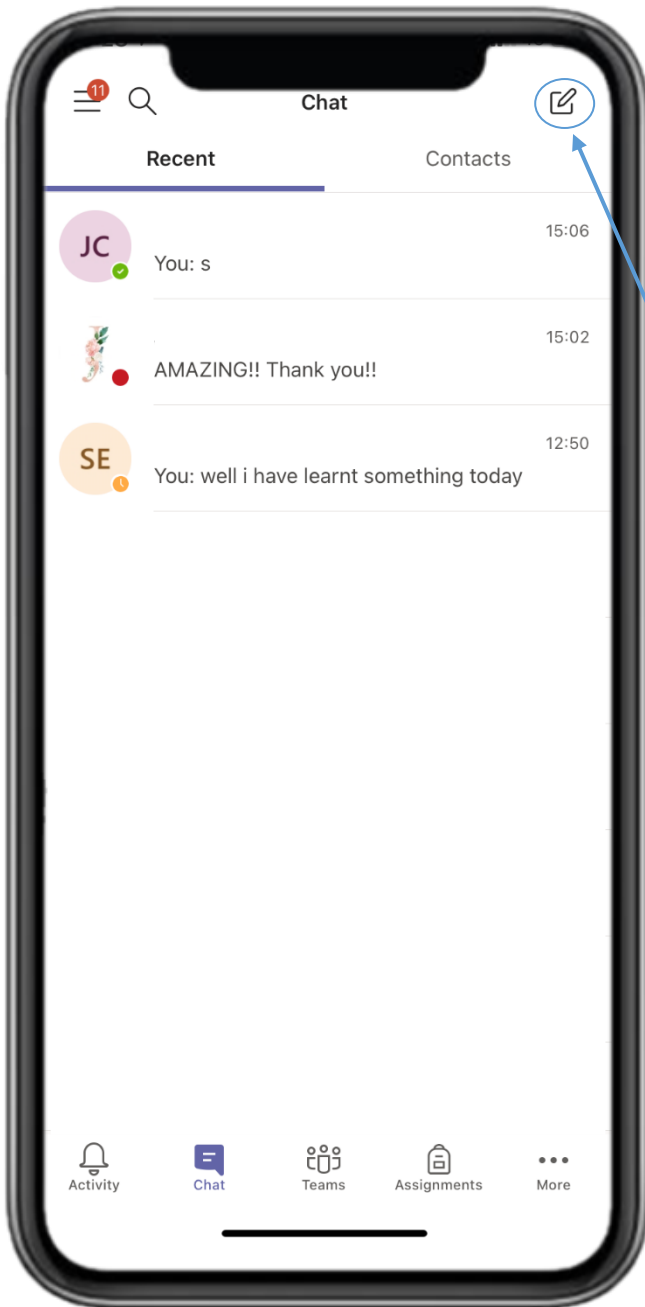Now click on 'New post' at the bottom of your screen

Next type your message and click send.
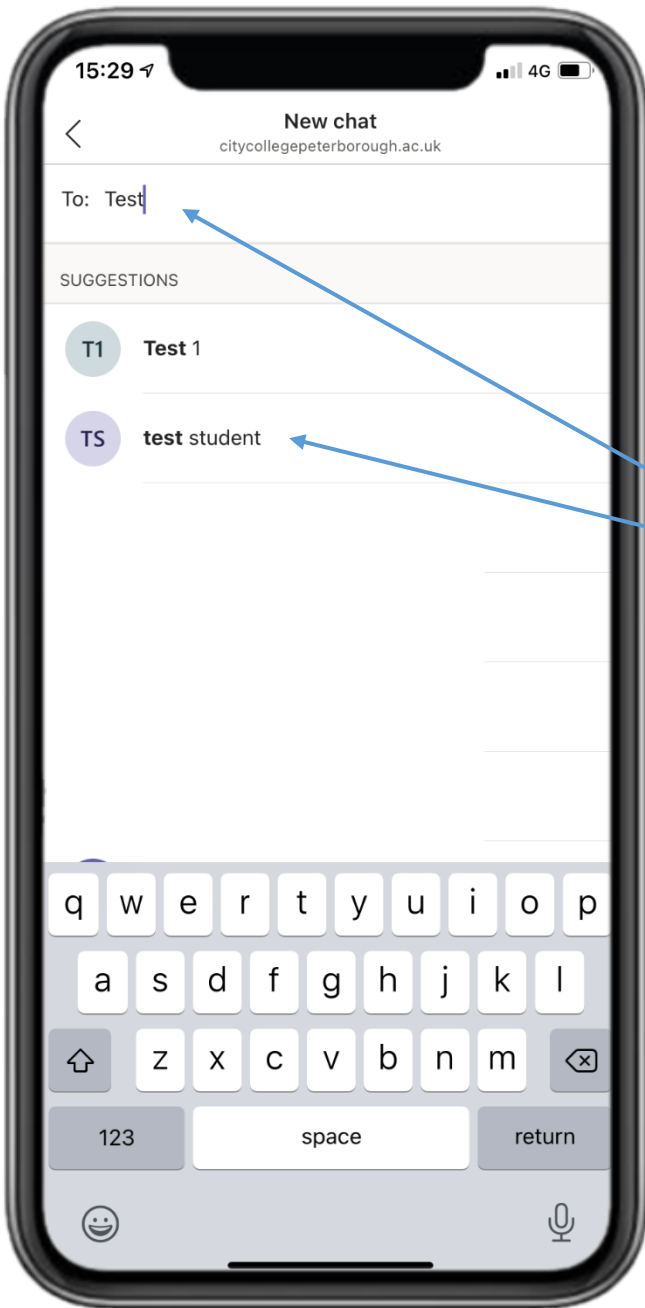Just remember everyone in this team will be able to see this message.

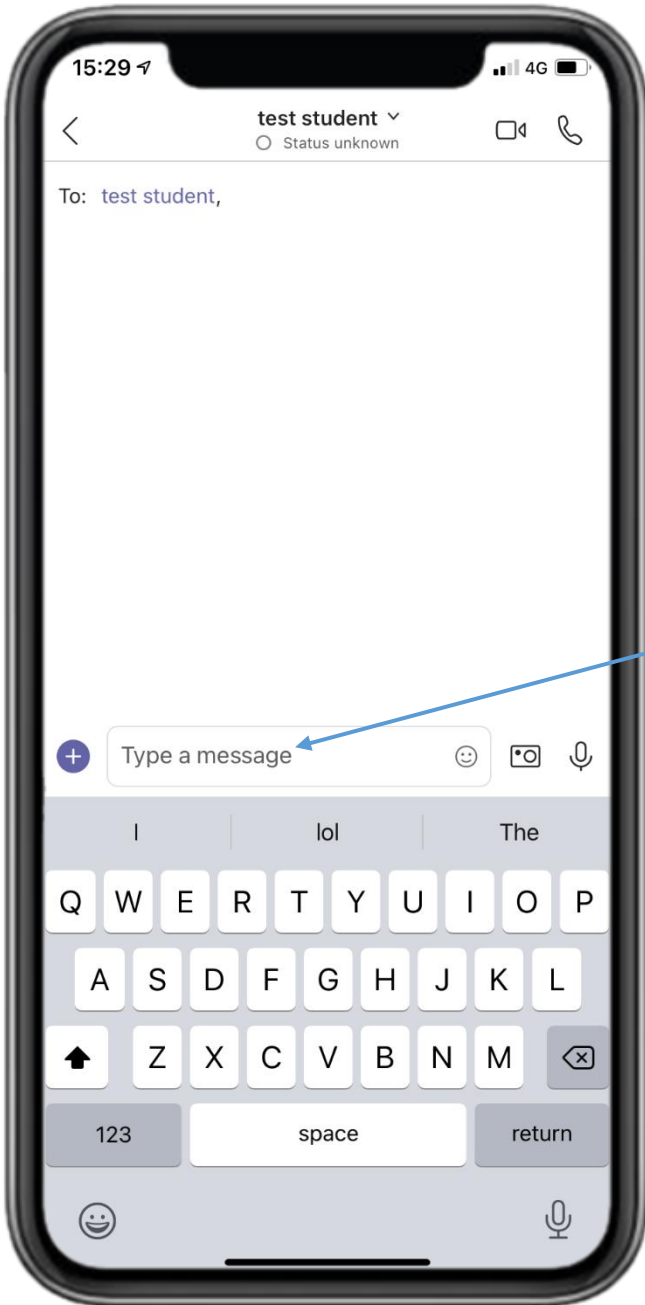# Sending a private message in the team's application
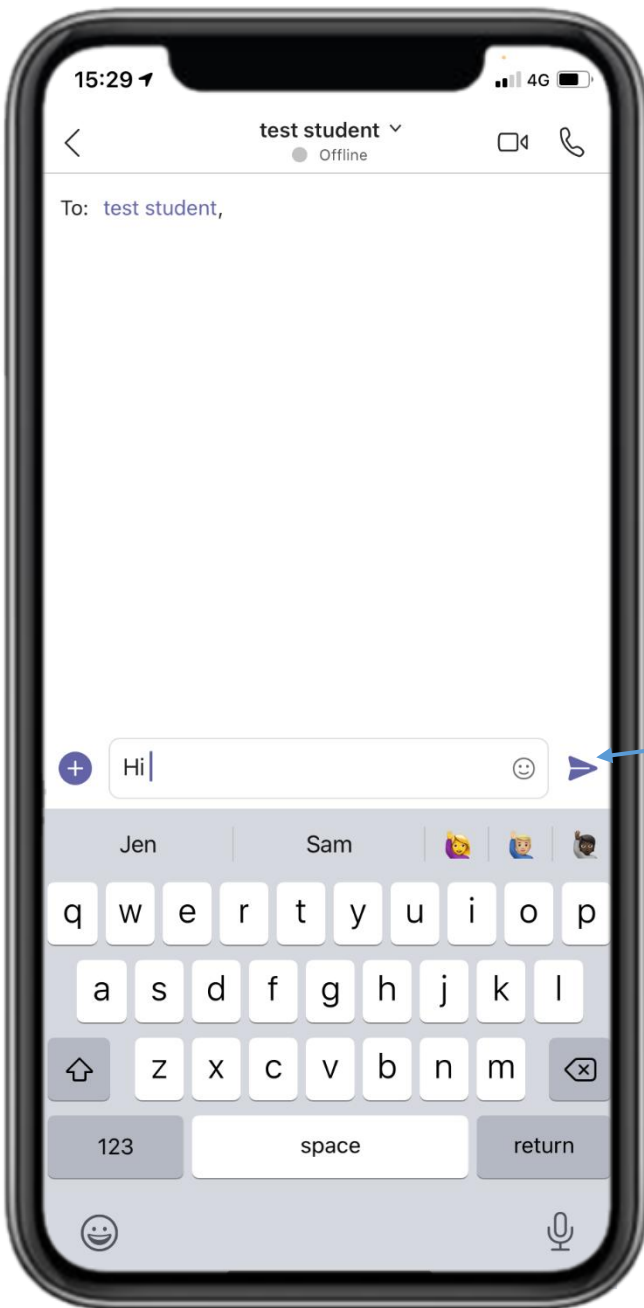

First click on 'chat'

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 select it
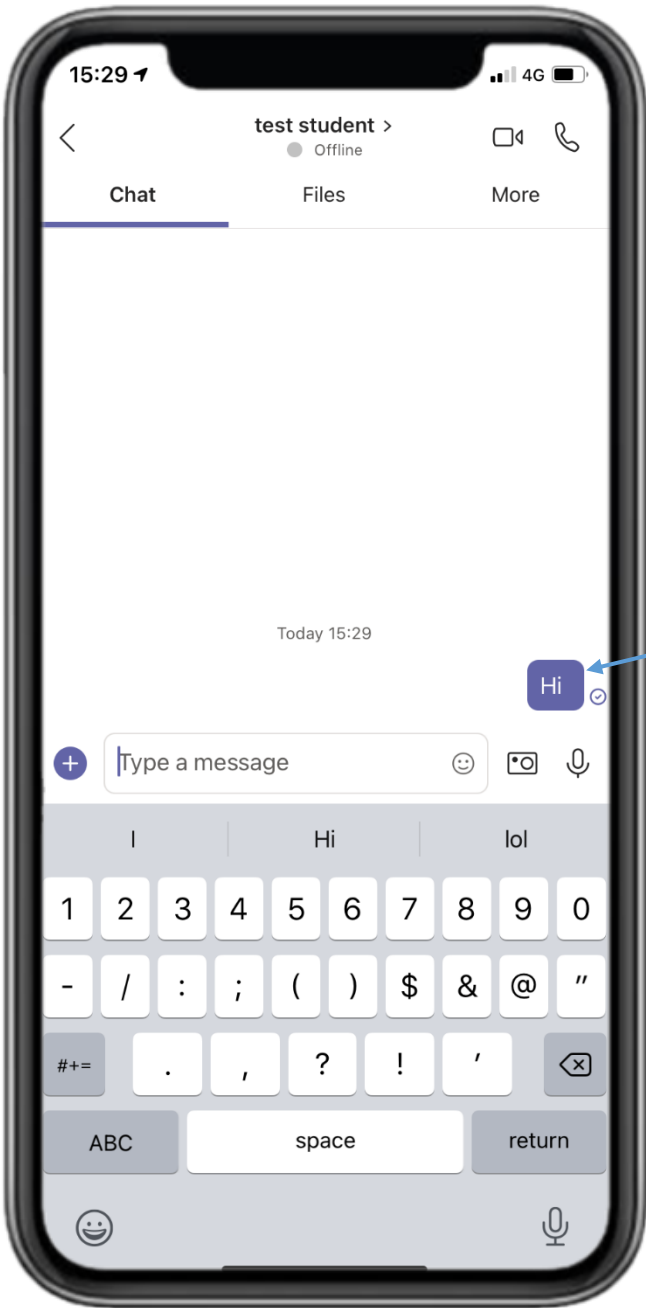
Now write your message

Click the arrow to send

You will then see your message has been sent