

How to use chat on Teams

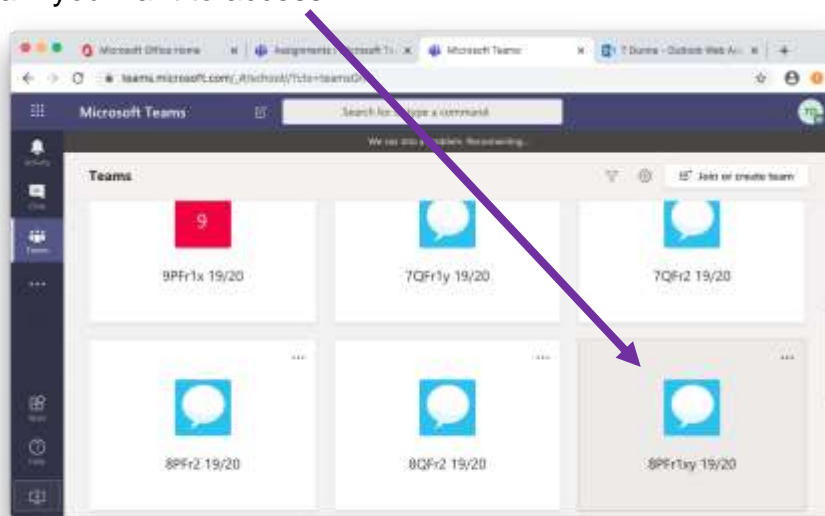
There are two types of chat on Teams: **Posts** and **Chat**.

Posts

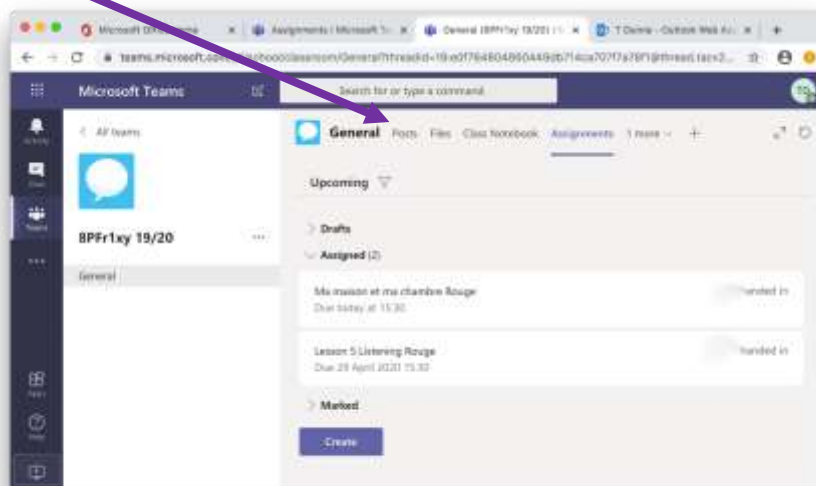
- This is like talking to the whole class.
- Teachers use this to pass out whole class messages.
- You might use this to ask a question that others might find useful.
- If you want to send a private message, go to the **Chat** section (page 3).

1) [Log in to Teams.](#)

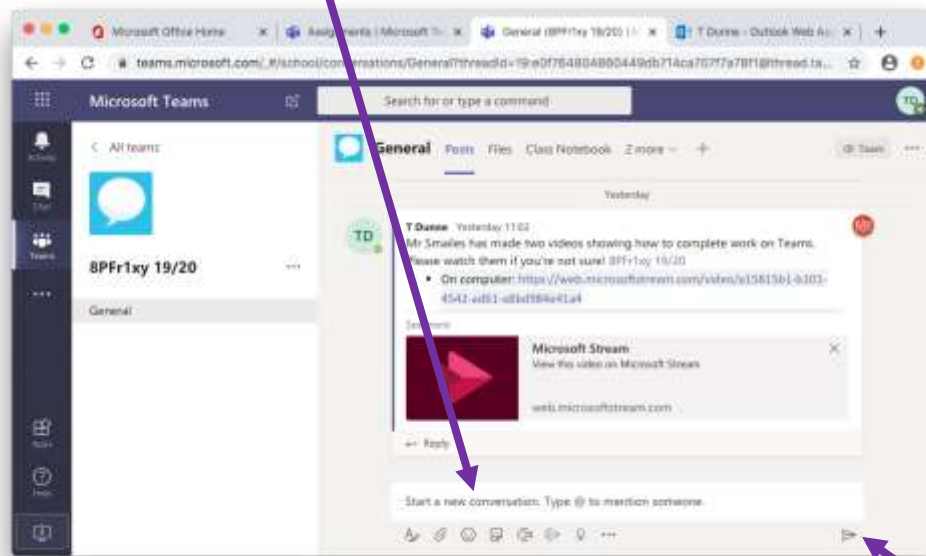
2) Open the Team you want to access.



3) Click on **Posts**.



4) To start a conversation, type here. Everyone in the class can see this.



5) Shift and enter starts a new line. Enter sends your message or click on the paper plane.

6) To send a notification to your teacher, type @ and their username, e.g. @tdunne for Miss Dunne. Staff usernames are their first initial and their surname. You can find these on your timetable.

7) You can reply to conversations to keep them all together. Hit the **reply** button on the conversation.

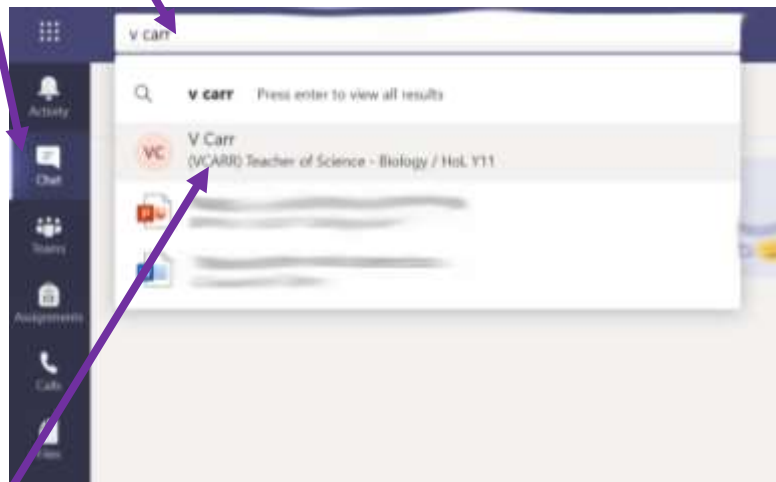


Chat

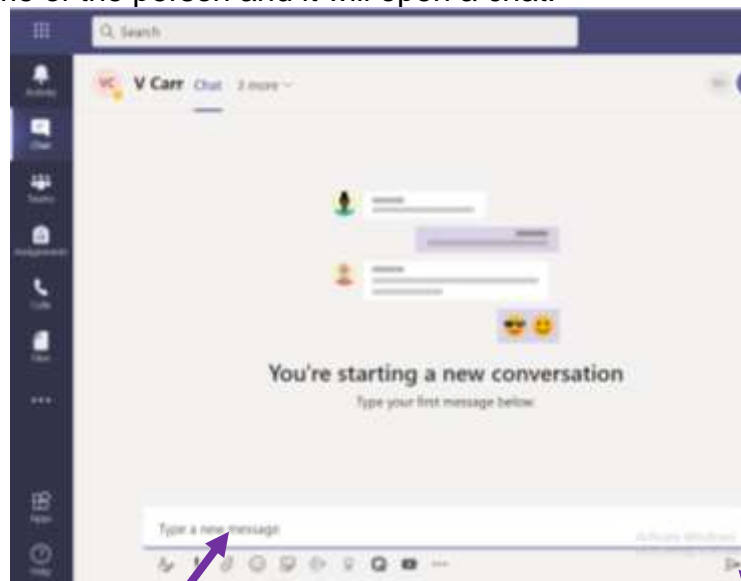
- This is like talking to your teacher privately.
- You can use it for group conversations e.g. working together

1) [Log in to Teams.](#)

2) Click on Chat and search for the name of the person. Staff usernames are their first initial and their surname. You can find these on your timetable.



3) Click on the name of the person and it will open a chat.



4) Type your message here.

5) Shift and enter starts a new line. Enter sends your message or click on the paper plane. Only the person/people in your chat will see these messages.

Please use Teams responsibly

Do:

Ask questions or get help with work or assignments

Get help with Office 365 or Teams

Help others who have questions



Don't

Use the Team for general chat with the rest of the class

Post jokes or memes

Expect replies immediately or outside of school hours