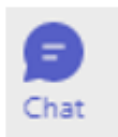


# Microsoft Teams - How to send a message or start a group chat

## Sending a Message

From the left-hand menu select the chat icon



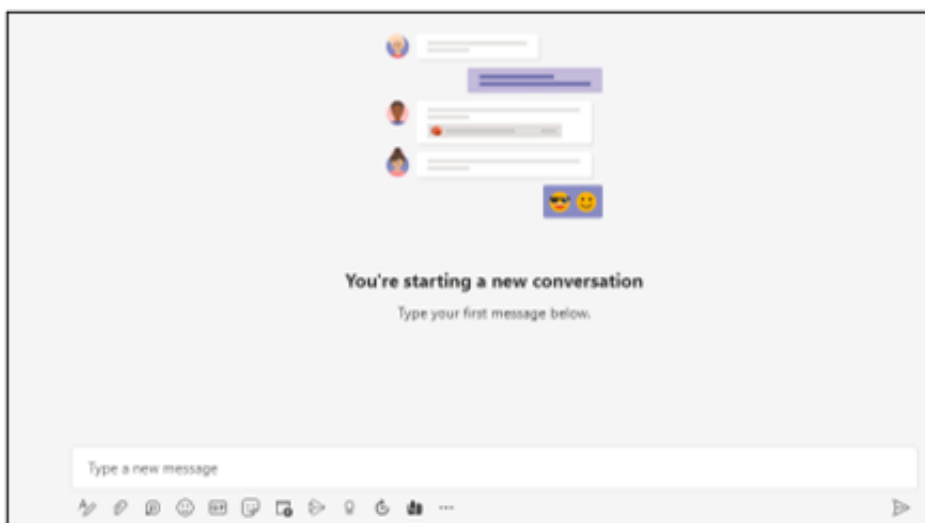
Then select the new chat icon at the top of the chat menu.



Search for the person you want to message. The system will now search the NHS address book. You can search by their name or their email address. Check you have selected the correct person and organisation before adding them to your chat.



Type your message into the chat box and send by clicking on the arrow at the bottom of the new message box or by hitting the return key.



As this is an instant message, if the recipient is online, they will be notified of a new message.

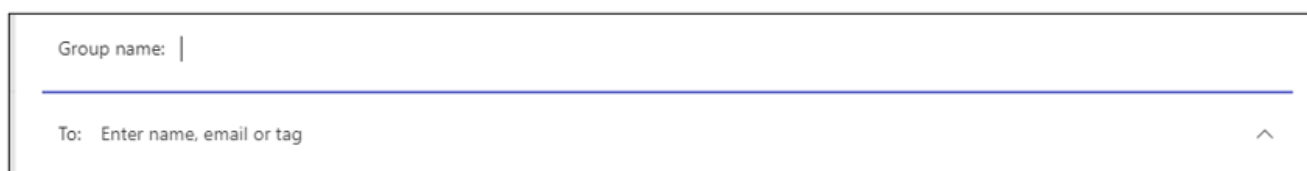
You can use the @ followed by the person's name to directly address someone in your message chat, this can be useful if messaging in a general department/team chat. **Press return to send the message.** For long messages click the icon

## Starting a Group conversation

From the left-hand menu select the chat icon

Then select the new chat icon at the top of the chat menu.

Click on the down arrow on the right-hand side of the **To** field.



The image shows a rectangular form with a thin black border. At the top, it says "Group name: |" followed by a horizontal line. Below this, there is a "To:" field with the placeholder text "Enter name, email or tag". On the right side of the "To:" field, there is a small upward-pointing arrow (^).

Add the group name to the group field. Name the chat to reflect its purpose

Add recipients to the chat via the **To:** field.

The group has been created, you can now send your message to the group conversation/chat

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=270>