# Microsoft Teams - How to reply and format a message

To reply to a received message/chat

From your chat menu, select the message you want to reply to by clicking on it.

At the bottom of the screen click into the Type a new message box, create your message, and send by either clicking on the arrow on the bottom right-hand side or by entering

Formatting your message

Using the tool bar located below the new message box you can format/personalise your message
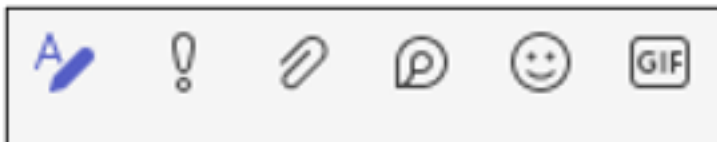
Amend font

Click the A/Pencil icon this will open your chat menu and display a tool bar which will allow you to personalise your message. If you have not clicked into the new message box, pressing enter will send your message and not start a new line.

By selecting one of the icons, you can change your font, paragraph settings, use Bold, Italics, underline, change your font size and add bullet points.

Message Importance
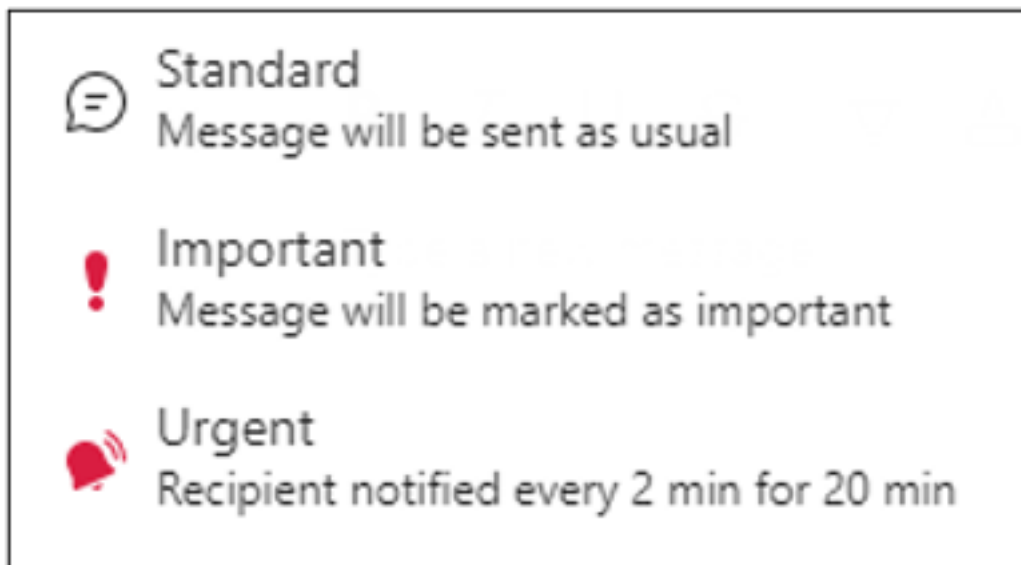
By clicking on the exclamation mark you can set the priority of the message, to select click on the required importance setting. This will default back to the standard setting after the message has been sent.

When using the Urgent setting an alert will notify the recipient every 2 minutes for the next 20 minutes that there is an urgent message. The alert will stop once the message has been read.

Adding an attachment

An attachment can be added into the message by selecting the paperclip icon or dragging your document into the new message box. Documents or pictures can be uploaded from your computer or one drive

Adding an Emoji or GIF

These can be added to your message by clicking on the smiley face or GIF icon, these are pre-set.