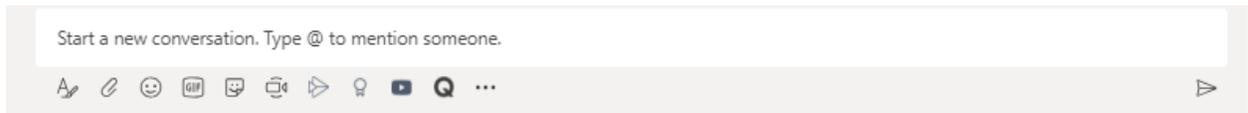


Chatting in MS Teams

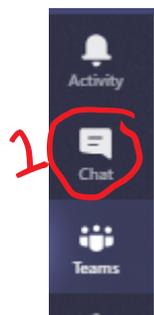
You can chat with your whole class, small groups, or individual students.

- To **chat** with your **whole class publicly**:



1. NOTE: All members of your team will see these messages.
2. In the "Start a new conversation" box
3. You can @TeamName, @general, or @StudentName in the Post tab in the General channel.
 1. To make these chats more interesting, you can add emoji's, gifs, or even YouTube videos for your students to view.

- To **chat** with an **individual** or **small group** of students **privately**:



1. Select the **Chat** icon in the menu on the left of the screen
2. Click the New Chat icon on the top of the window



3. You can start typing student(s)' and/or teacher(s)' names to add to your private chat.
4. You can give the private chat a name, if you would like, by clicking the down arrow to the right of the names.
5. Type your message/chat in the box the same way as a public message.