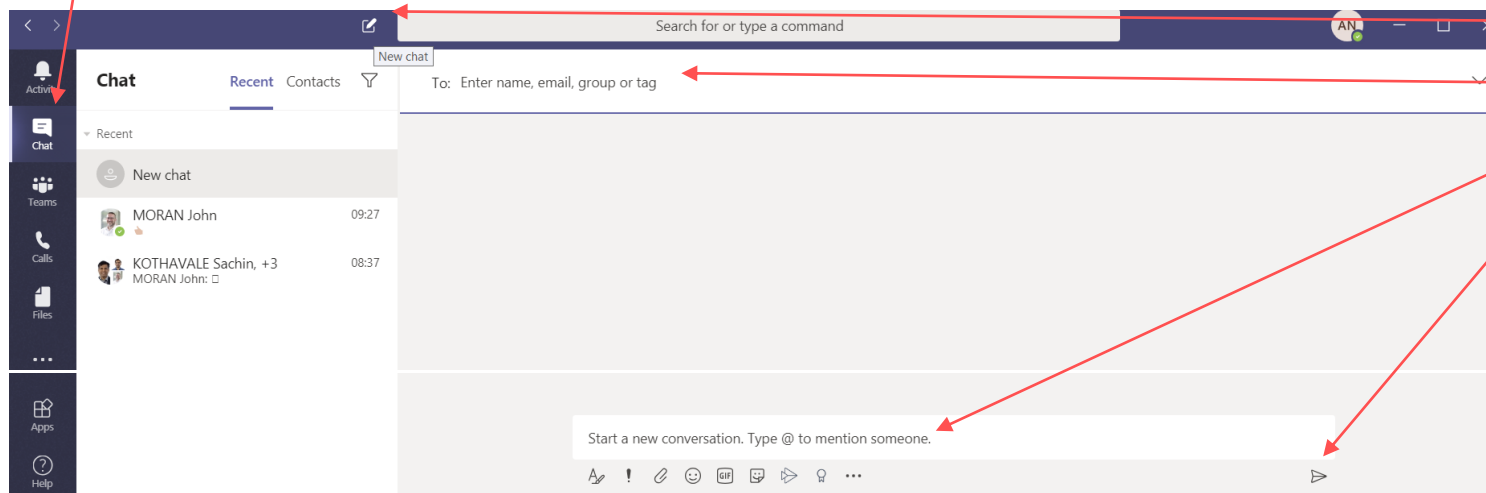


1. To chat with a person or group click the Chat icon.



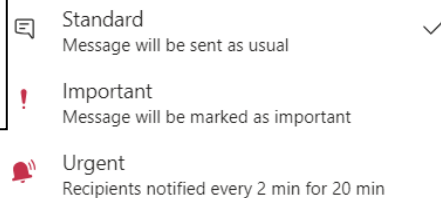
2. Click New Chat

3. Type name of contact

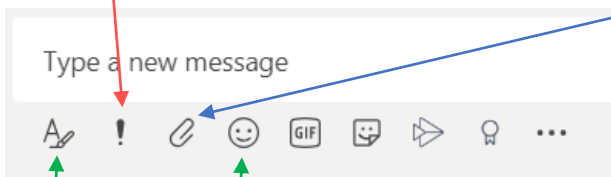
4. Write your message

5. Click Send.

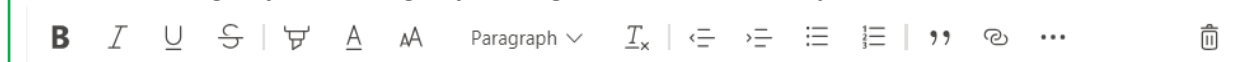
Set the delivery options of your message by clicking the second icon.



Add attachments to the chat by clicking the third icon.



Add formatting to your message by clicking the first icon or emojis with the fourth icon.



Chatting with a team is similar but click the Teams icon instead of the Chat icon, then select the channel.

