

# Teams Resources for Students

## Using the Chat function

Microsoft Teams chat is central to how you communicate in today's hybrid workplace. Whether you're in the office, at home, or on the go with the Teams mobile app, chat helps you stay connected, express yourself, and achieve more.

## Types of Chats in Microsoft Teams

Teams offers different types of chat options to suit various communication needs:

- **One-on-one chats:** Perfect for connecting on time-sensitive requests with other students
- **Group chats:** Ideal when you need to ask questions or collaborate on projects with other students
- **Meeting chats:** Allows you to share thoughts with others while someone is presenting

## Top 10 Actions to Master Teams Chat

### 1. Start a Chat

Begin a conversation by selecting the chat icon and sending your first message to a classmate

### 2. Add Other Students to the Conversation

Expand your discussion by inviting additional classmates to join an existing chat.

### 3. Share How You Feel with Reactions

Quickly respond to messages with reactions to acknowledge receipt or express your sentiment.

### 4. Express Yourself with Other Media

Bring some lightness to your communications:

- Add emojis to convey emotion

- Share GIFs for a more dynamic expression
- Insert memes to express yourself in a more visual way

## 5. Share Important Files

- Attach and share documents directly in your chat for easy collaboration.

## 6. @Mention Other Students in Your Class

- Get someone's attention by using the @ symbol before typing their name (e.g., @JohnSmith).

## 7. Set Your Status

- Let everyone know when you're busy or away by updating your status, helping others understand your availability.

## Benefits of Teams Chat

Teams chat keeps you and your classmates connected so everyone can:

- Stay up to date on projects
- Get things done efficiently
- Maintain a personal connection with a bit of fun in your communications

Start using these features today to enhance your communication experience in Microsoft Teams!