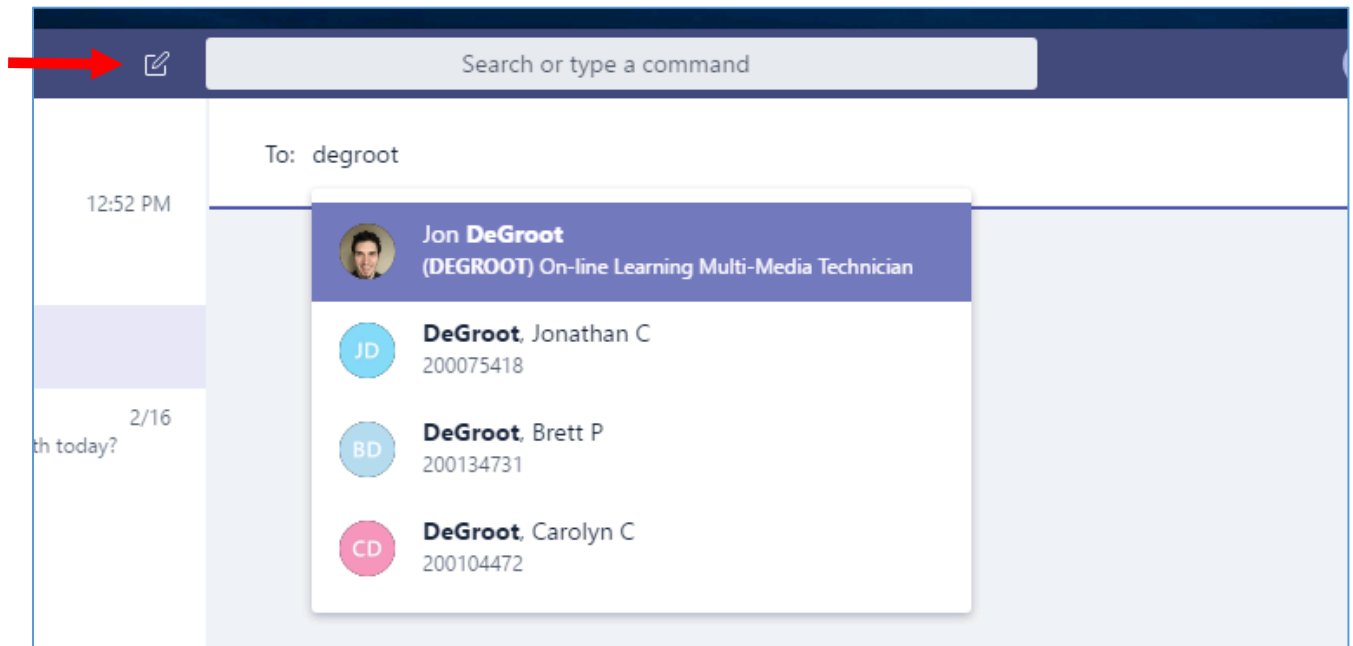


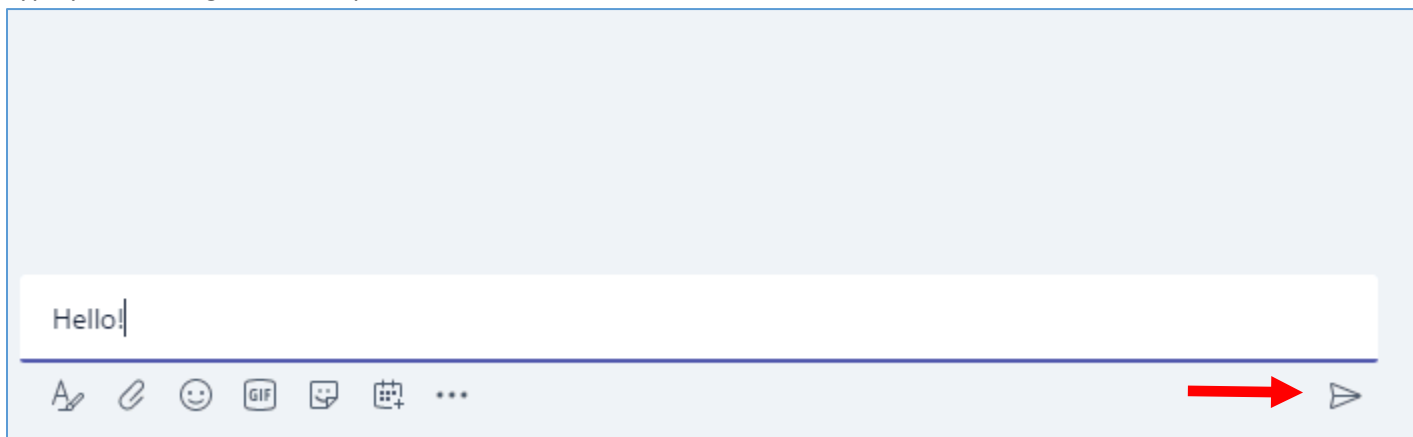
Microsoft Teams

Start a New Conversation

1. Click the new conversation button to begin a new chat conversation.



2. In the "To:" box, search for the person(s) that you wish to chat with and select them. **When searching for NTC employees, you will see them show up twice. Be sure to select their employee account not their student account. The employee account should have their picture shown and their title listed below their name.**
3. Type your message and then press enter or the send button.

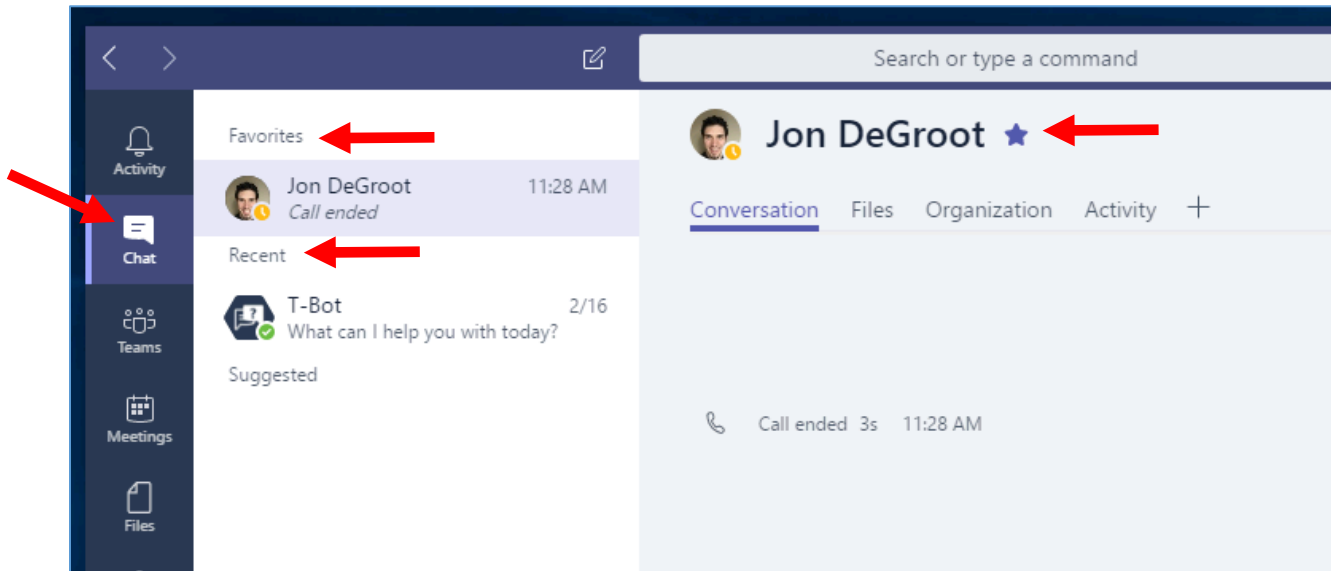


****Your conversations are persistent, which means that they will stay in Microsoft Teams forever unless you delete a message****

Favorite a Conversation

You can favorite up to 15 conversations so that they always appear in your chat menu at the top of the list. Other conversations will appear below and are ordered by most recent.

1. You must first send a message to a person(s) before you can favorite it
2. To favorite a conversation, click the star next to their name in the conversation



Search Function

Use the search bar at the top of Teams to search all conversations, people, and files.

1. Search for a word and it will search all of your conversations/messages. You can also use it to search for people and files that you have sent within Teams.

