Sending a Message in Microsoft Teams

Faculty, staff, and students at UConn who have an active Office 365 account may use Microsoft Teams to chat or instant message others at the University.

⚠️ The chat tab in Microsoft Teams has similar functionality to Skype for Business. Your contacts in your Skype for Business account are also included in Teams.

1. Open Microsoft Teams.
2. On the sidebar to the left, click on Chat.
3. To find new users, use the search bar at the top of the screen.
4. In the top left, click on Contacts to see a list of your contacts from Skype.
5. In order to add new contacts, click on the ellipsis next to your contact group, and select Add a contact to this group.
6. Search for the name of the contact you are trying to add and add them.

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