**Chat and share files in Teams**

**Start a new conversation...**

**...with the whole team**

1. Click **Teams**  , then pick a team and a channel.



1. In the box where you type your message, say what's on your mind and click **Send**  .



Send

**...with a person or group**

1. At the top of the app, click **New chat**  .



1. In the **To** field, type the name of the person or people you want to chat with.



1. In the box where you type your message, say what's on your mind and click **Send**  .



Send

**Reply to a conversation**

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send**  .



Send

**Share a file**

Sometimes words aren't enough, and you need to post a file to a channel conversation.

**Tip:** Teams works particularly well with [Microsoft Office documents](https://support.office.com/en-us/article/great-ways-to-work-with-office-6fe70269-b9a4-4ef0-a96e-7a5858b3bd5a?wt.mc_id=otc_sixsteps).

1. In your channel conversation, click **Attach**  under the box where you type your message.



1. Select from these options:
	* **Recent**
	* **Browse Teams and Channels**
	* **OneDrive**
	* **Upload from my computer**
2. Select a file > **Share a link or Upload**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send**  .

You can always see all the files you post to a channel by going to the **Files** tab.