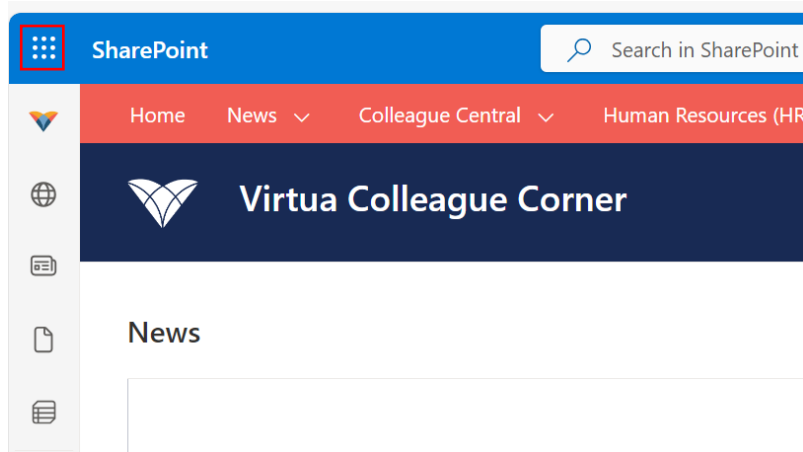
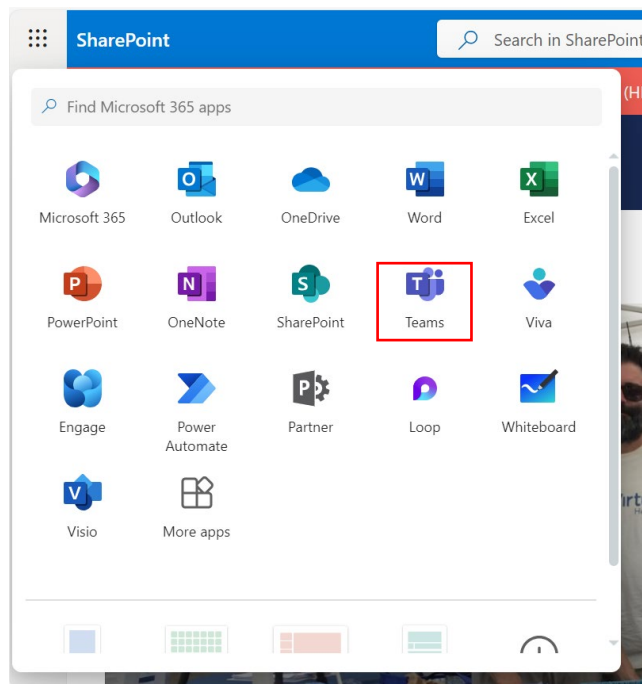


## Microsoft Teams Chat Functionality

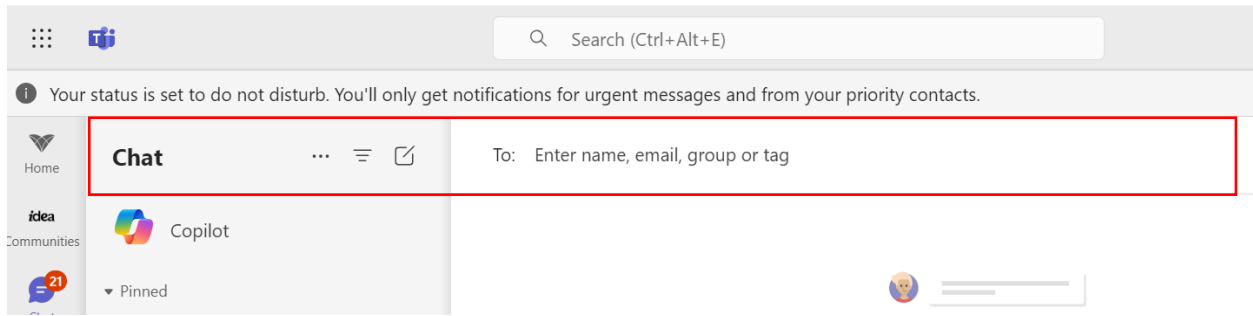
1. To access Microsoft Teams from a Virtua workstation, go to the Colleague Corner. Click on the 9 dots (waffle) in the upper left-hand corner.



2. Select the Teams application.



3. Select Chat from the left-hand side.



4. Enter the name of the intended recipient until it appears and select.



5. Type your message and press 'Enter' to send.

