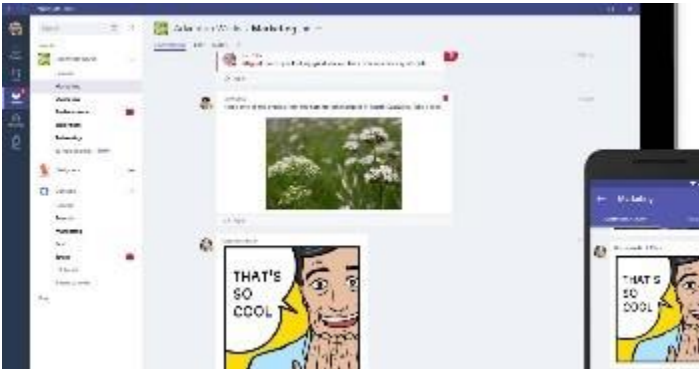


Open team channels are great for collaboration, but sometimes you need to talk privately. You can do that here. In Chat, you can have private one-on-one or group conversations that are not in the public team channel.



How to have a private chat in Teams

Create a new chat

1. Select pencil icon to the right of Search box.
2. Enter the names of the teacher you want to send work to – please see previous information sent

Share files on a chat

1. Select the paperclip icon in the Type a new message box.
2. Select a file. You can add files from your computer or from your OneDrive for Business account.

See your chat thread or shared chat files

1. Select Chat, then select a person, persons, or bot under Favorites or Recent.
2. Select Conversation to see your chat conversation thread. Select Files to see files shared during the chat.

From : <https://office365adoption.com/private-conversation-teams/>