Chat capabilities are available in Teams. This guide outlines how to add others to a chat, start a meeting from a chat, and access chat settings.

1. Select the **Chat** icon in the Teams app.
2. Your current conversation will display in the larger window, and contacts will display in the left pane.
3. To start a call with the person you’re chatting with, select the **Video Call** or **Audio Call** in the top right corner. You can also just **Share** your screen as well.

4. To add someone to an existing chat, select the **Add People** icon, and search.
5. To manage one of your contacts, select **More Options** next to their name.

6. To view the notification options in Teams, click on your profile picture in the top right corner, and select **Settings**.
7. Click on **Notifications** and choose the way you’d like notifications to behave for events like a mention or a message. Depending on the event, available options can include a Banner, Email, Off, or Just in Feed.

![Teams Chat Settings](image-url)