





# Microsoft Teams – 2min Tips ‘n’ Tricks



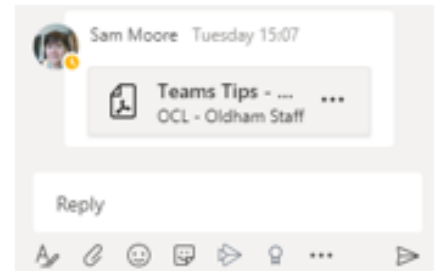
**Skill:** Asking or Answering a Question using the Teams Chat

**Benefit:** Ask a Question that your teacher can answer at a convenient point in the Lesson, or respond to a Question.

## Instructions:

1. Access the **Teams Lesson**. Focus on the teaching content and complete the learning activities as normal
2. If you come across something which you would like to ask or have explained again, or if your Teacher asks you to answer a question, move your cursor so that the **Menu Bar** appears.
3. When the **Menu Bar** appears, click on the  icon.
4. The **Chat** stream will then appear on the right-hand side.
5. Click where it says **Reply** and type your Question or Answer, then click the **Send Icon** 

## Screenshot:



## Contact:

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Teams Tips - ...  
OCL - Oldham Staff

Reply

