

## ***Use chats for private messages and video calls Video Transcript:***

**Video Transcript:** The group conversations that happen in channels are visible to all members of the team. But to send a private message to specific people, you can use the chat feature. So on the sidebar on the left, I'm going to click on the chat button to switch over to chats. Now the first column here shows you a list of recent chats that you've had. And you can continue conversations from there. Let's start a new chat by clicking this compose button up in the top of the window. And then I'm just going to search for the person I want to send a message to. It searches my company directory, finds a person I want, so I'll click on him here. Now it's interesting to see that I've had a conversation with Stuart here in the past. So it remembers that chat history, and I can continue old conversations from here. Now you can send a message to one single person or two multiple people. To add another person to this chat, I'll just go back to that search field, I'll search for another person. Click on the person I want and now I'm looking at a chat with those two people. And now I'm going to go down to the text field at the bottom and I'll type in the message I want to send. Before I send the message, you should see that I do have a row of buttons below the text field just like in a channel conversation. So I could expand the formatting options, I could add a file attachment, an animated GIF or emoji and so on. I'm just going to leave the message as is and click the Send button. Now that I have this new conversation, it's here on the list on the left. And I can jump between existing conversations from here. Of course, if somebody sends me a message, I'll see it right here if I'm looking at that conversation. But let's see what happens, if I'm working in a different section in teams. So I'm just going to go over to the team section, and in a moment, I'm going to receive a message. When I get that incoming chat, I see a notification will pop up. I could click on that here to go to that conversation, or I could go over to the chat category, and I see this little number one telling me I have one new message so I can click on that. I can read that message and I can continue the conversation from here. Now when you're in the chat, there are some other options that you can access using these buttons up here near the top right. If I click on this button, I can see the people in the chat, I can leave the chat if I don't want to participate anymore, or I could add people to this chat. Now when you add people to an existing group chat, you have to decide whether you want to let them see the entire chat history that has been in this chat previously. For now, I'm just going to cancel this. There are buttons to share your screen with the people in this chat, or you can start an audio call or a video call. We're going to spend time with screen sharing and video calls as we go through the rest of this chapter. Now back on the list of messages, you can point at an ongoing chat and you'll see a button with three dots will appear. You can click on that which opens up this menu that gives you some more options. If you do not want to see notifications for new messages in a conversation, you can mute that chat and you can also come back here later and unmute it. You can choose to hide a chat if you don't want to see it on this list. If you do that it will disappear. But later if you start a conversation with that person or those same people, then your chat history will still be there. Now at some point, old conversations will automatically hide. So they will disappear from this list automatically. But if you do not want a conversation to automatically disappear, then you can pin it. When I do that, it's sorted up here at the top in this pinned category. I can always come here and unpin it, but as long as it stays pinned, it will always be there and will not disappear. And finally, when you point at a

chat conversation, there's also this button here which you can click on, which will pop that chat conversation out into a separate window. That will let you keep the chat going while you work on different things in teams. So I could go to a different section in teams and I can work there and still have that chat open. And of course when you're finished with the chat, you can just close that window and later when you want to get back to that chat, you can go back to the chat section and you can continue it from there.