How to use Microsoft Teams for Chatting

- Log into your GoWMU account and click on the W-Exchange icon (upper right corner).

- In the Apps section, click on the icon labeled Teams.

- In the menu bar on the left, click on Chat.

- To start a conversation, click on the "new chat" icon at the top of the page next to Microsoft Teams (or right-click on the Chat icon to start a new chat).
• In the "To:" box, type com-advising and select WMU Communication Advising.

![Example image of "To: com_ad" and "WMU Communication Advising COM_ADVISING" chat]

• At the bottom of the screen, you'll be able to type in your questions/requests. Hit enter, and the chat will be sent!

![Example image of "Hi! I'd like some help with selecting courses." chat]