# Important **Chat** features

In chats you send and receive short chat messages - mostly consisting of **text**. But you can also send **images** and **audio**, and even **video chats** are available.

If you are currently working in another Teams window, you can compose a new chat message at any time with **CTRL + N**. Alternatively, you can type **/chat** in the search bar and then select a person. It is even faster if you type the @ sign and name there. You can also use **@mentions** in group chats, for example to distribute certain tasks. Try it out!
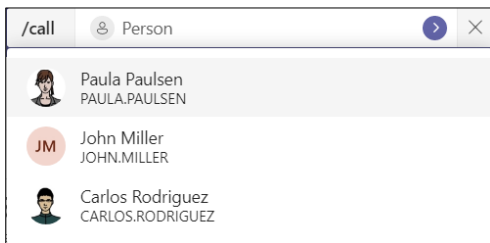
You can also access the **Chat** window via keyboard shortcuts. The shortcuts follow the arrangement of the elements in the sidebar. Typically, the **Chat** window can be reached by **CTRL + 2**. (See the handout **Keyboard Shortcuts**)

You can start a chat with one person and add more people later. You will then be asked whether the previous chat history should be visible to the new person or not. In this case, check carefully if you really want to share the chat history.

Files you share in a chat are available to all chat participants in the **Files** area and also in **OneDrive** under **Shared with me**.

The icon ⧉ at the top right allows you to view chats in a separate window (**Pop out chat**), so you can follow the chat progress while continuing to work in your main window. This way you have to navigate less and can continue working in a concentrated way.

You can start a call, convert calls to a video conference or **share your screen** at any time from a chat.

The icon 👁 next to the chat message tells you where the chat has been read to. This read confirmation can also be disabled under **Settings** > **Privacy**.

You can **pin** important chats on top, **mute** or **hide** annoying chats or even **leave** a chat.

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