

# How to respond to Company Chats?

- Click "**Teams**" in the upper right-hand corner.
- Once in Teams, click "**Company Chat**" to view the messages received, and reply to individual messages.
- When you select a chat to respond to, a box will pop-up in the lower right hand window.

The screenshot shows the Microsoft Teams interface. At the top right, there are navigation icons for Home, Notifications, Profile, and Teams. Below these is a search bar with the text "Search for people, products or other items". On the left side, there is a navigation menu with sections for HOME and SETTINGS. Under HOME, there are options for Meetings, Inbound Leads, Company Chat, and Contacts. Under SETTINGS, there are options for Team Members, Company Profile, Products, Account, and Export. A green arrow points to the "Company Chat" option in the HOME section. The main content area is titled "Company Chat" and contains a sub-header: "Event attendees can send messages directly to your Company through its profile page. Any team member can reply to these messages as the Company." Below this, there are three chat messages, each with a profile picture, name, and a green "Chat" button. The first message is from Kenzie Jones, the second from Cameron Litcher (with a "1 new message" badge), and the third from James Bailey. The "Chat" button for Cameron Litcher is circled in green.