


CTS-DOL

How to contact CTS users on Microsoft Teams

### **Contacting CTS Users on Microsoft Teams**

1. Login into Microsoft Teams (see [cts\\_install\\_microsoft\\_teams.pdf](#))
2. Click on the [Chat](#) side tab.
3. Click on [new chat](#)  on the chat page.
4. Enter the user's name or email address in the address bar.
5. Select the user's name.
6. Send a message to the user to begin your conversation.