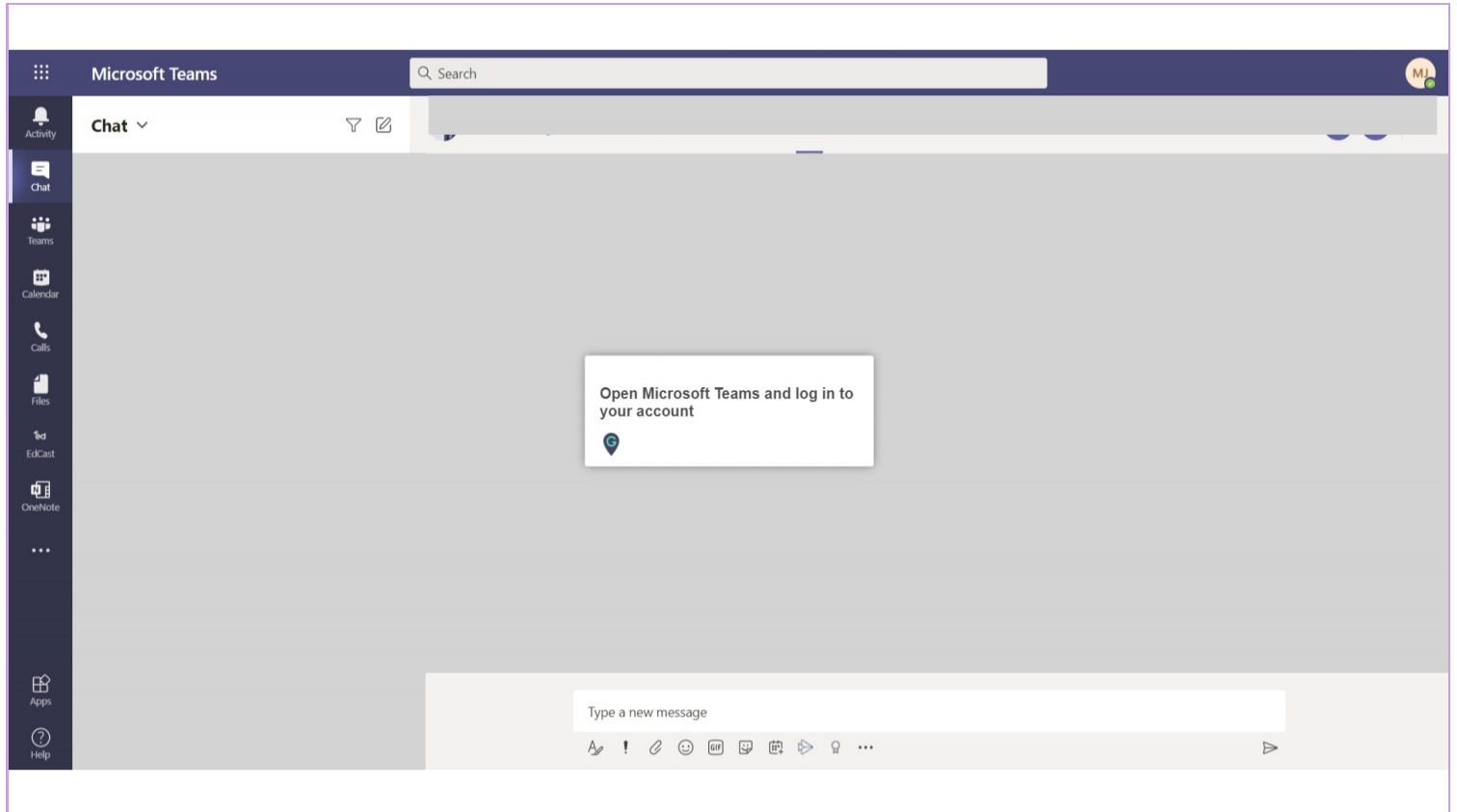




How to add and remove tab from a chat

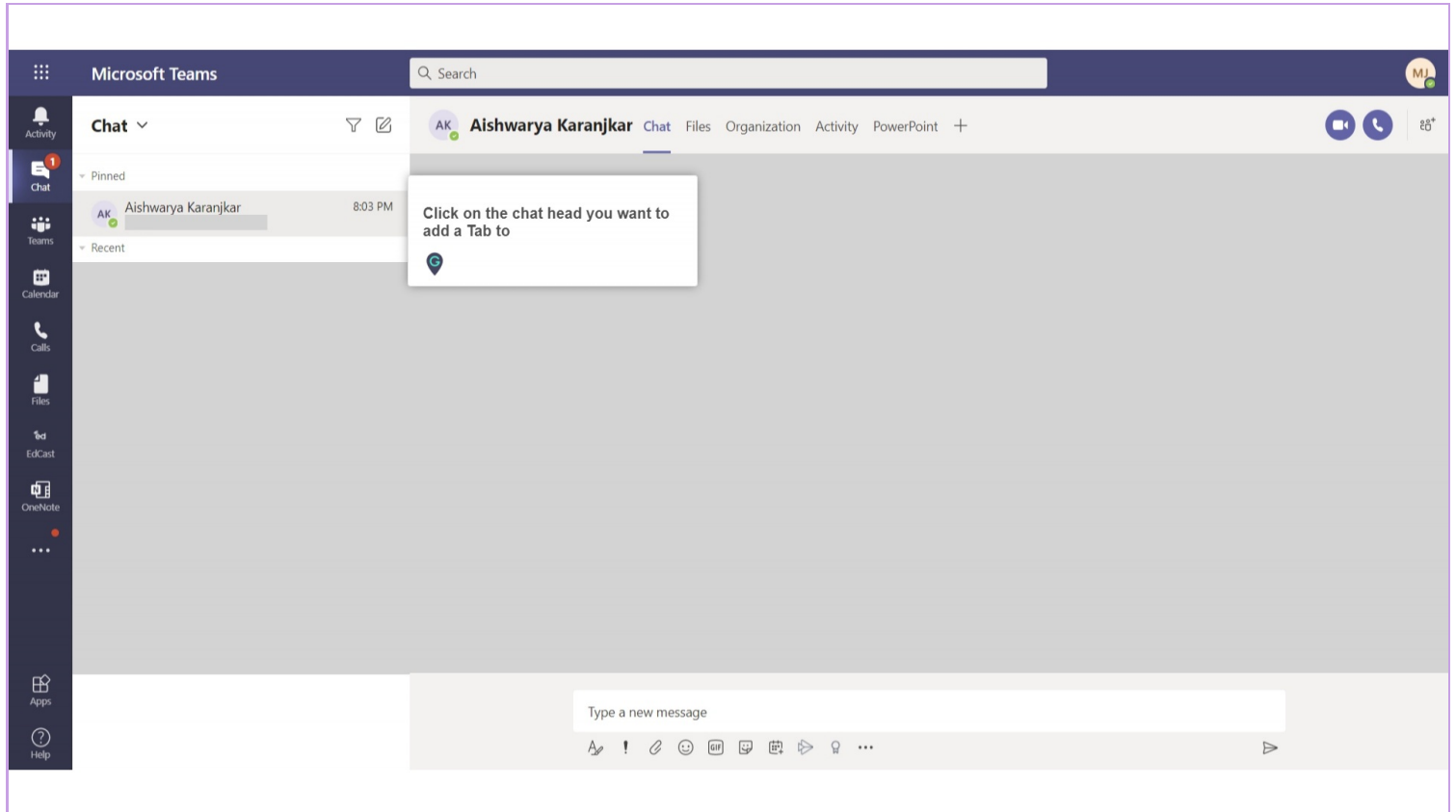
Step: 01

Open Microsoft Teams and log in to your account



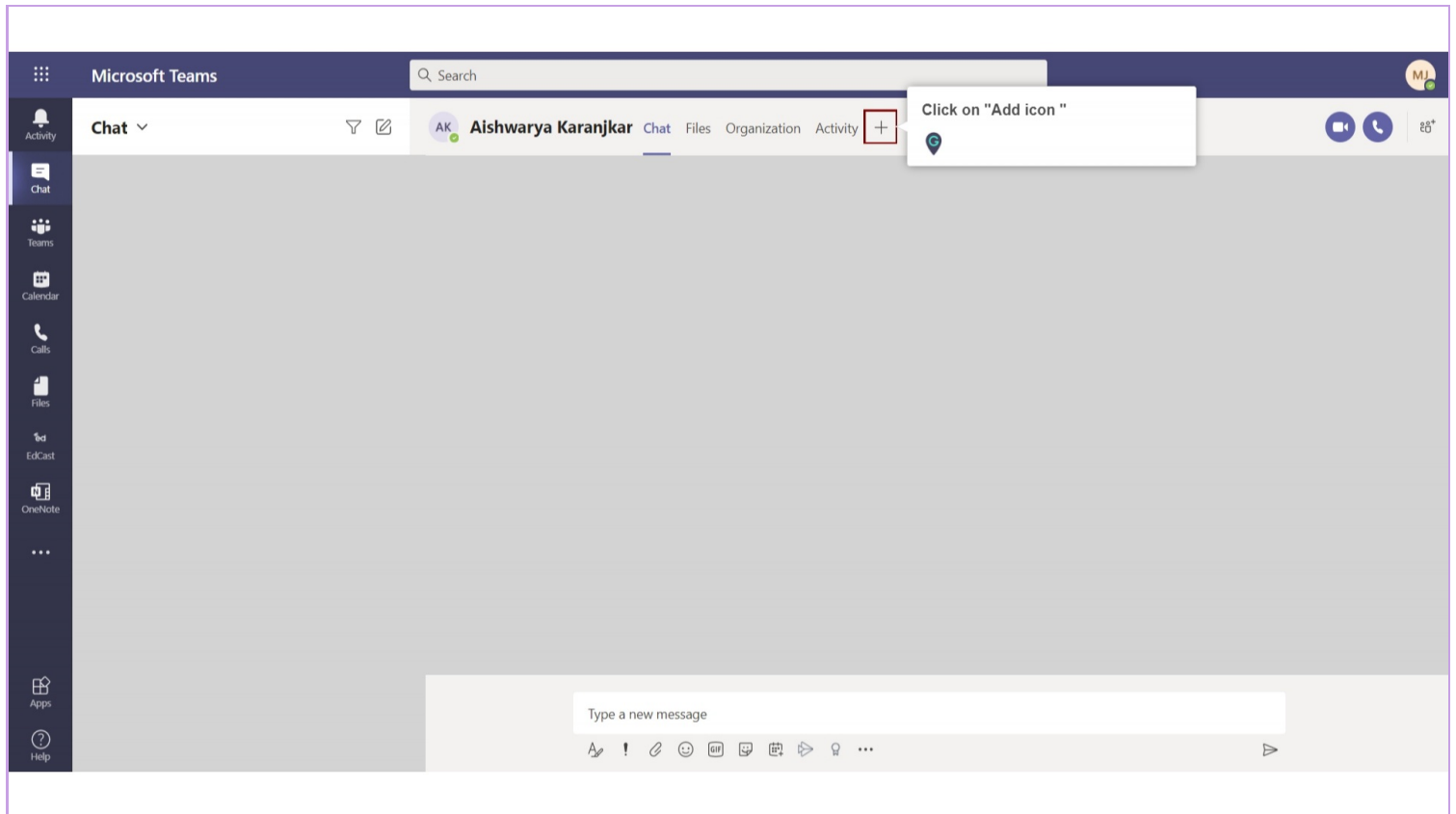
Step: 02

Click on the chat head you want to add a Tab to



Step: 03

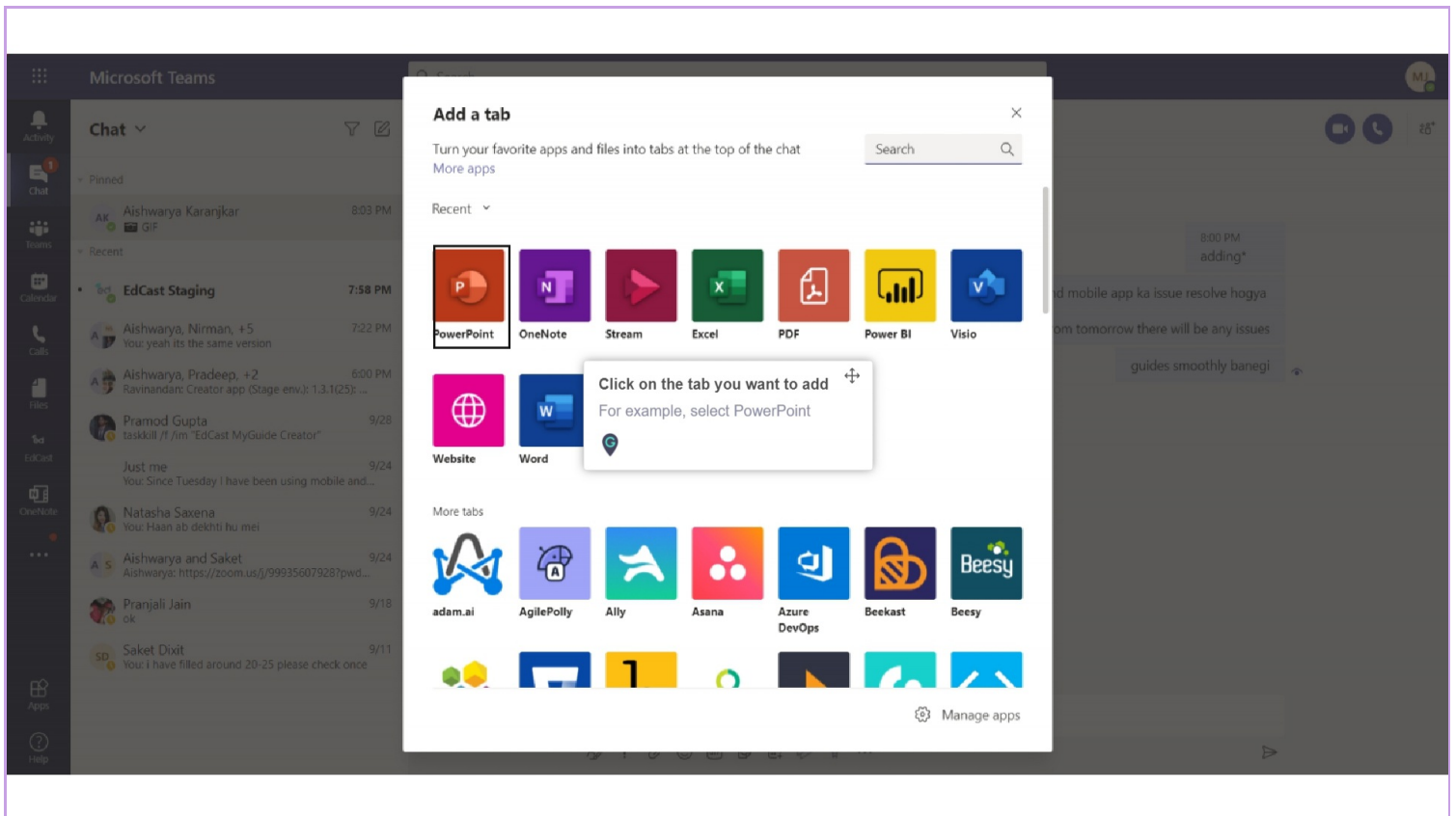
Click on "Add icon "



Step: 04

Click on the tab you want to add

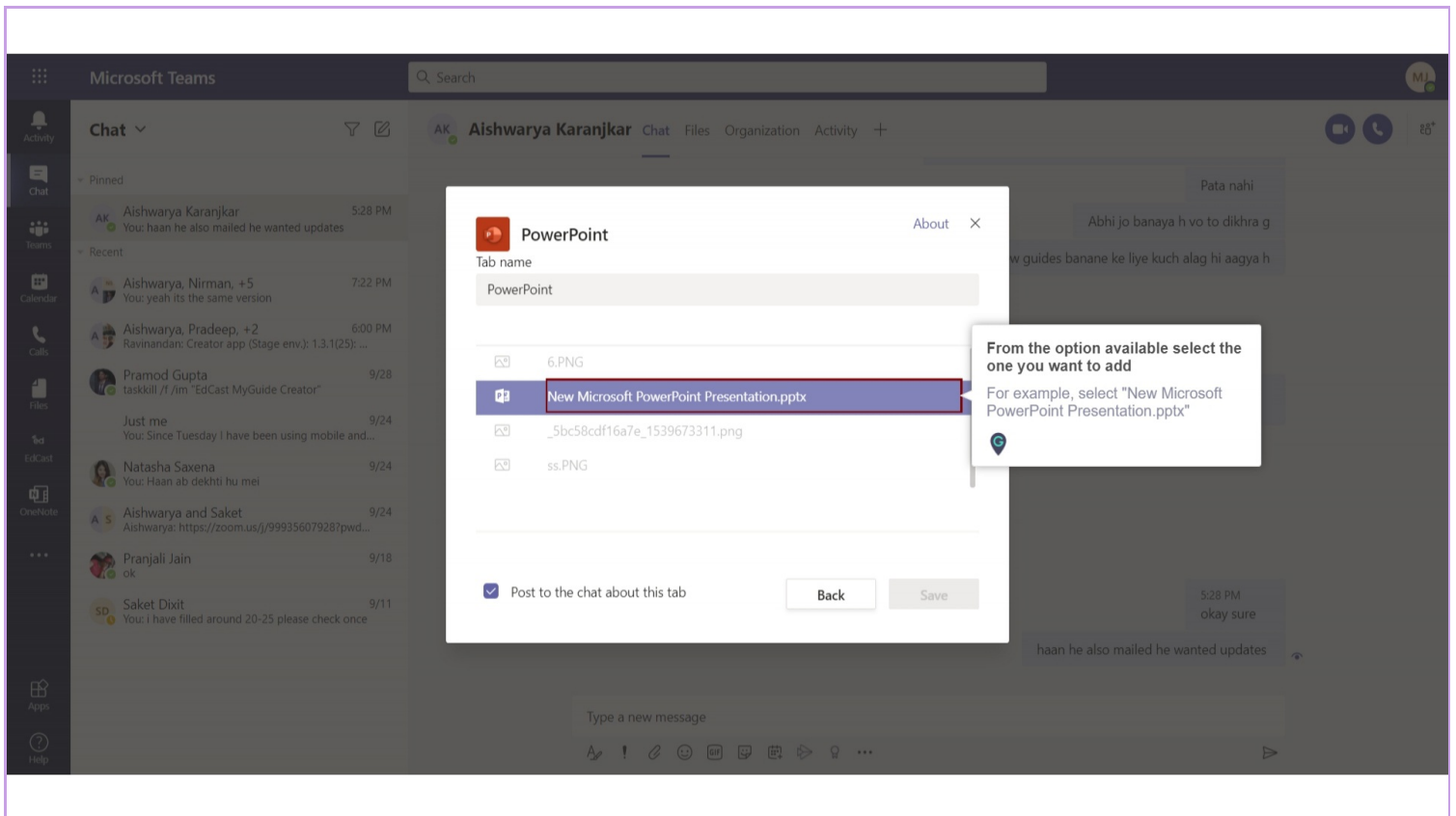
For example, select PowerPoint



Step: 05

From the option available select the one you want to add

For example, select "New Microsoft PowerPoint Presentation.pptx"



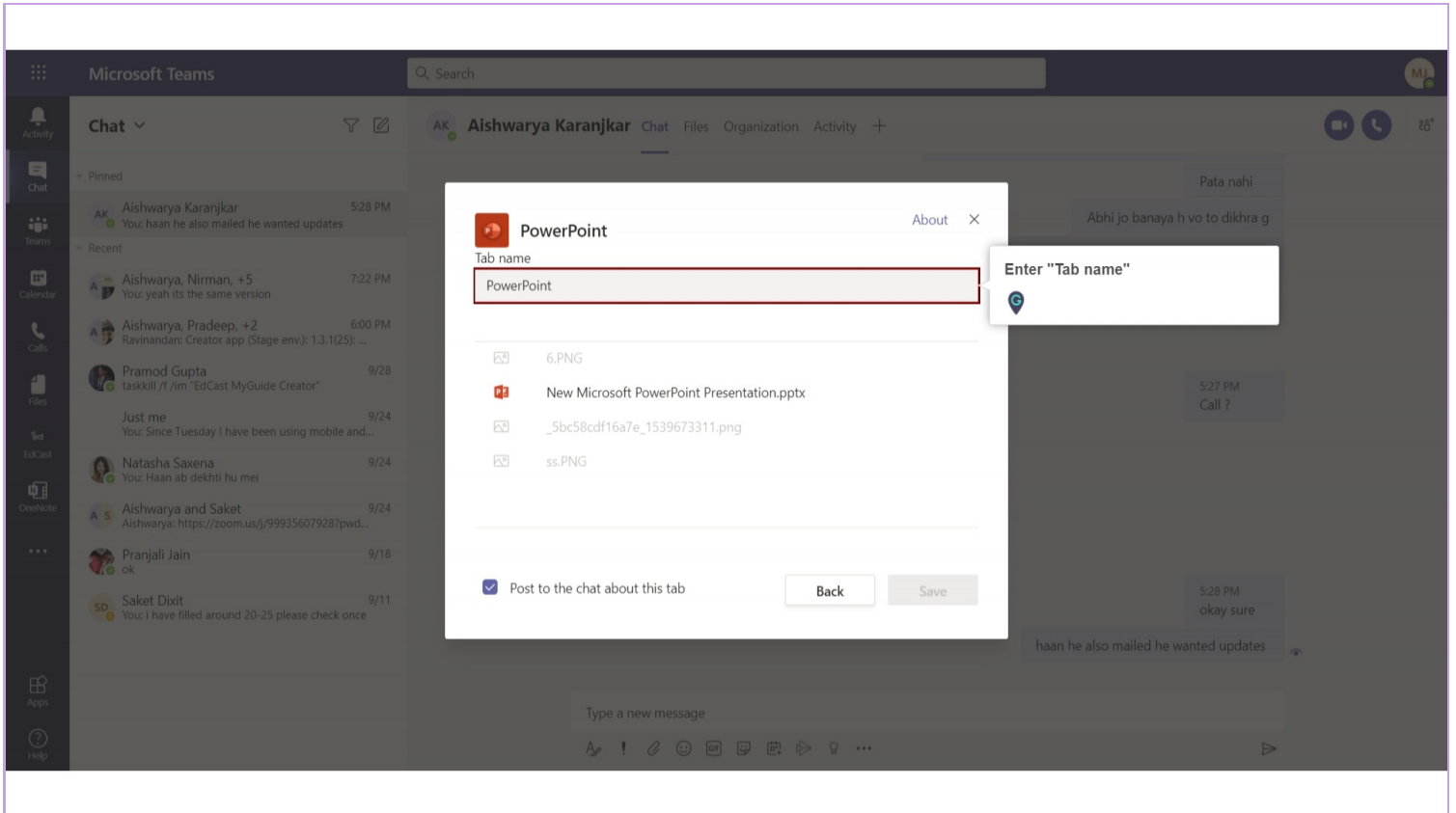
The screenshot displays the Microsoft Teams chat interface. A file selection dialog is open, titled "PowerPoint". The dialog shows a list of files with the following details:

File Name	File Type
6.PNG	PNG
New Microsoft PowerPoint Presentation.pptx	PowerPoint
_5bc58cdf16a7e_1539673311.png	PNG
ss.PNG	PNG

The file "New Microsoft PowerPoint Presentation.pptx" is highlighted with a blue selection bar. A callout box points to this file with the text: "From the option available select the one you want to add. For example, select 'New Microsoft PowerPoint Presentation.pptx'". The dialog also includes a "Tab name" field containing "PowerPoint", a "Post to the chat about this tab" checkbox (checked), and "Back" and "Save" buttons.

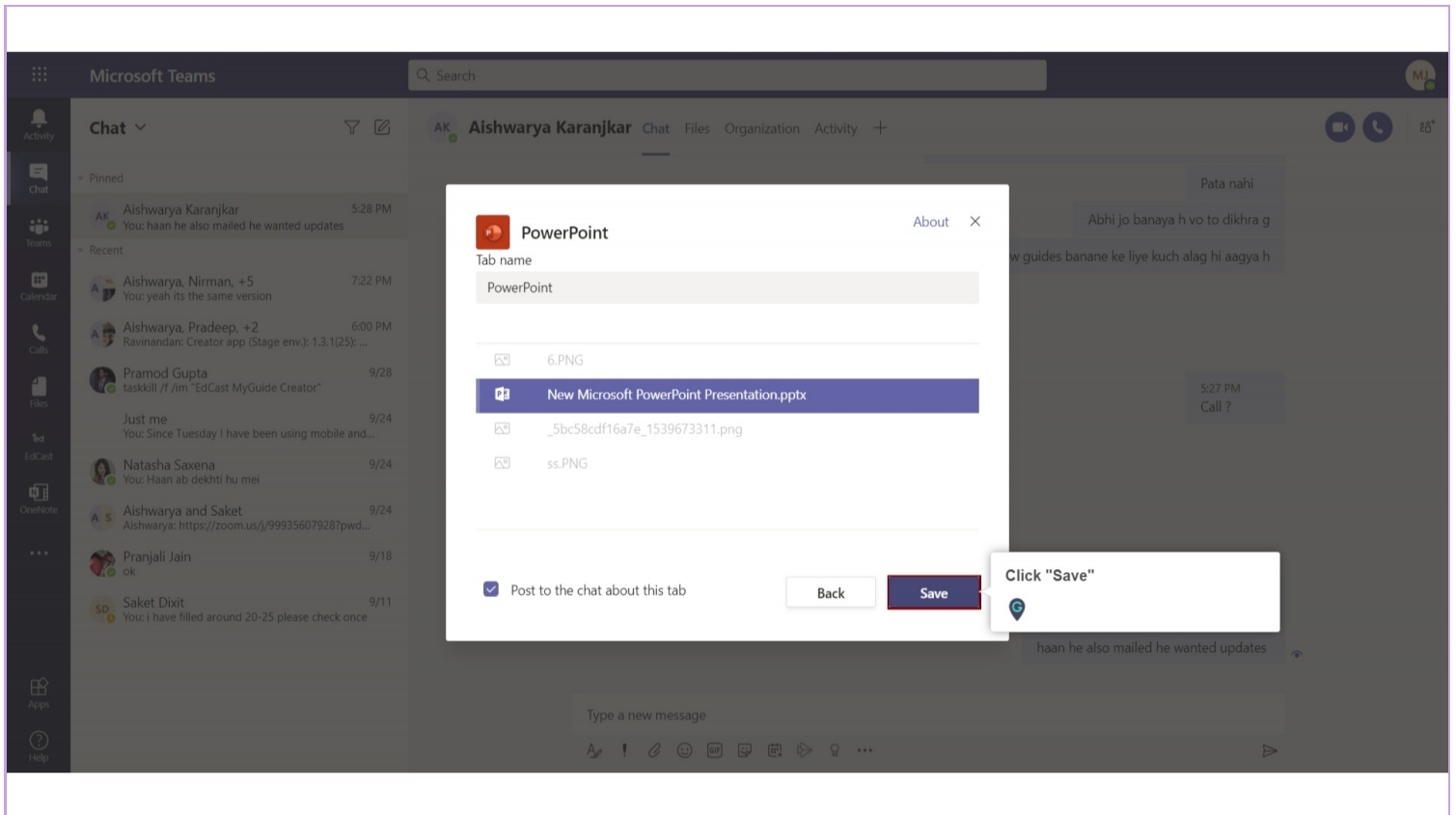
Step: 06

Enter "Tab name"



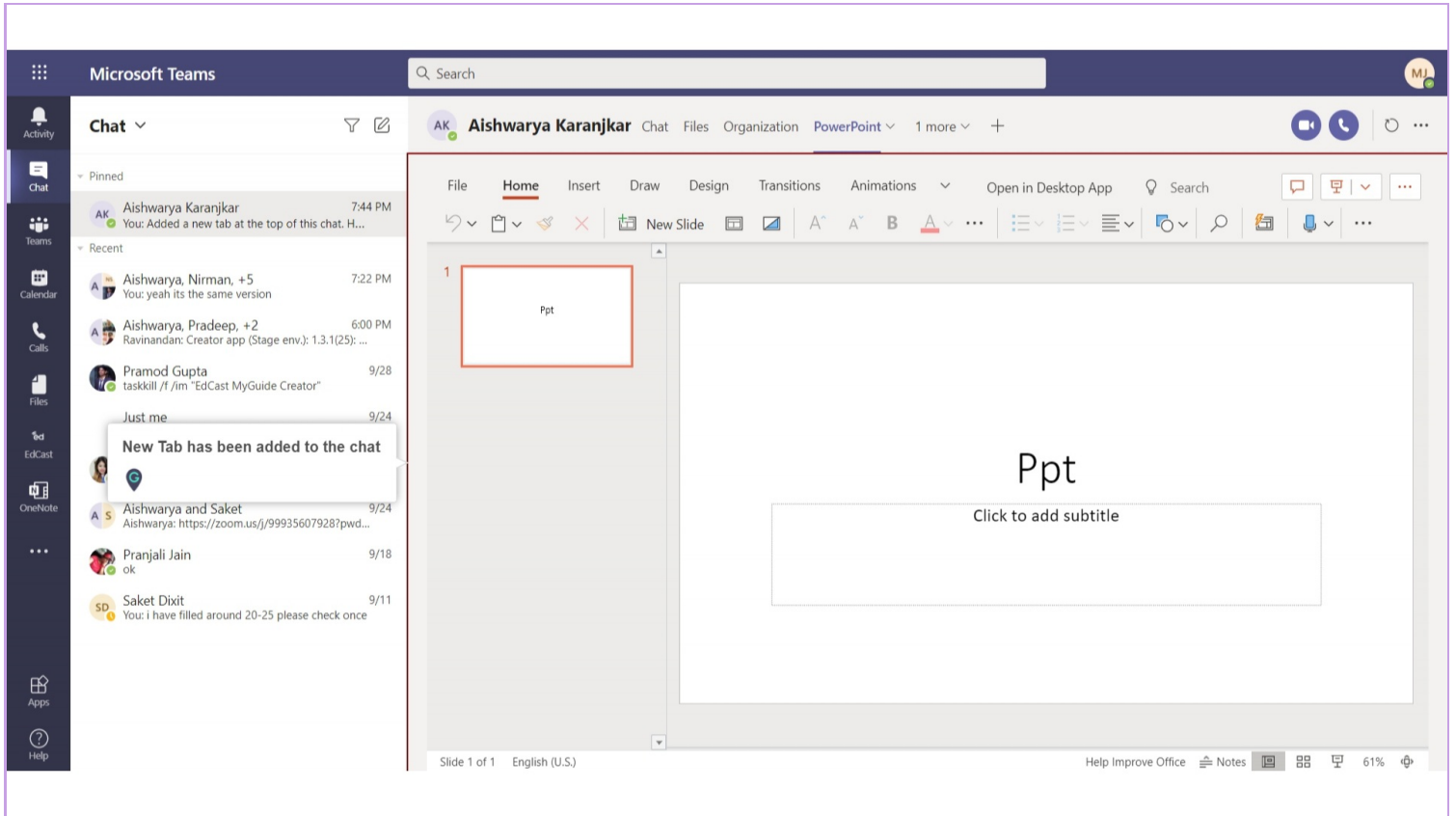
Step: 07

Click "Save"



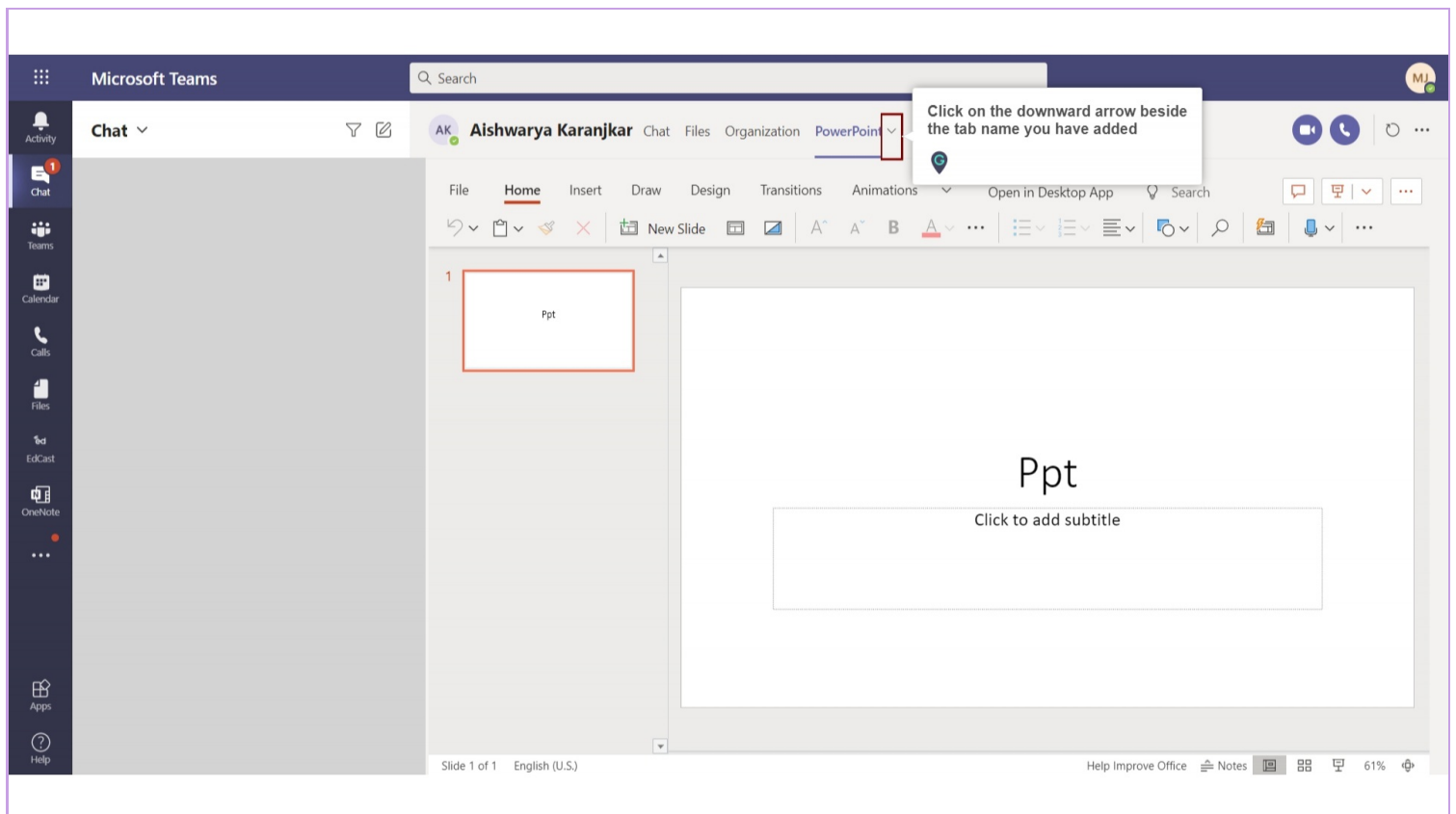
Step: 08

New Tab has been added to the chat



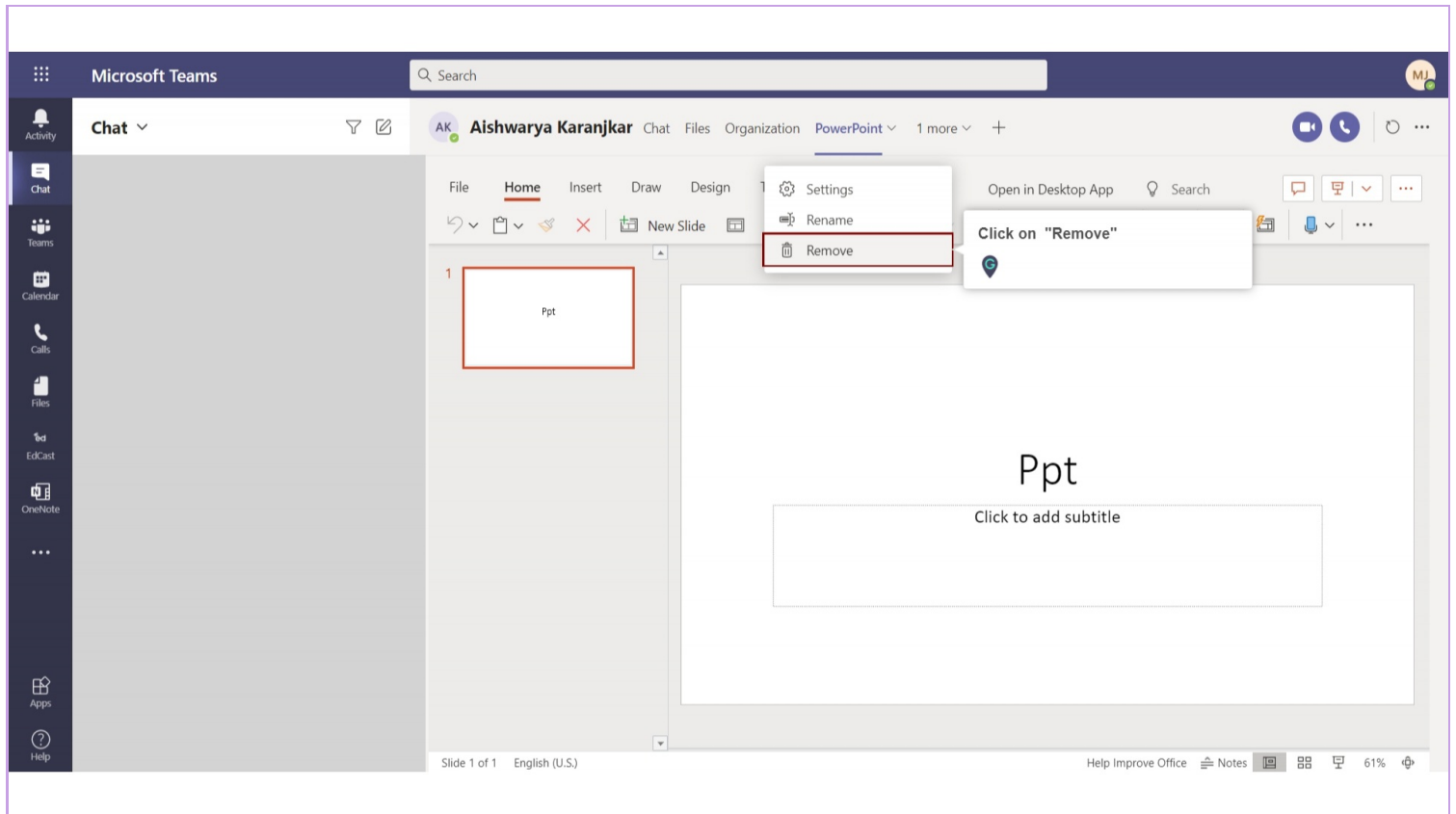
Step: 09

Click on the downward arrow beside the tab name you have added



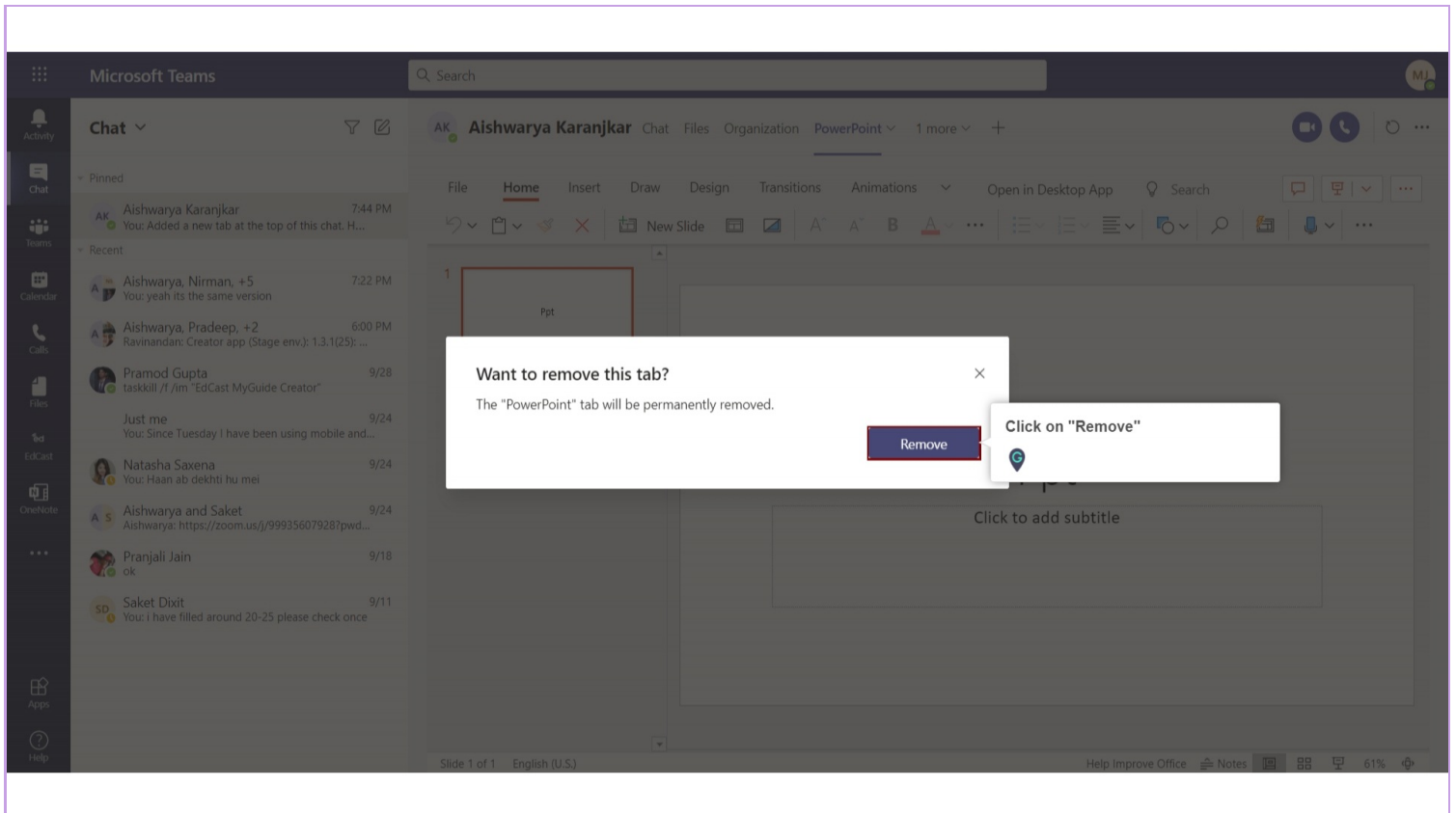
Step: 10

Click on "Remove"



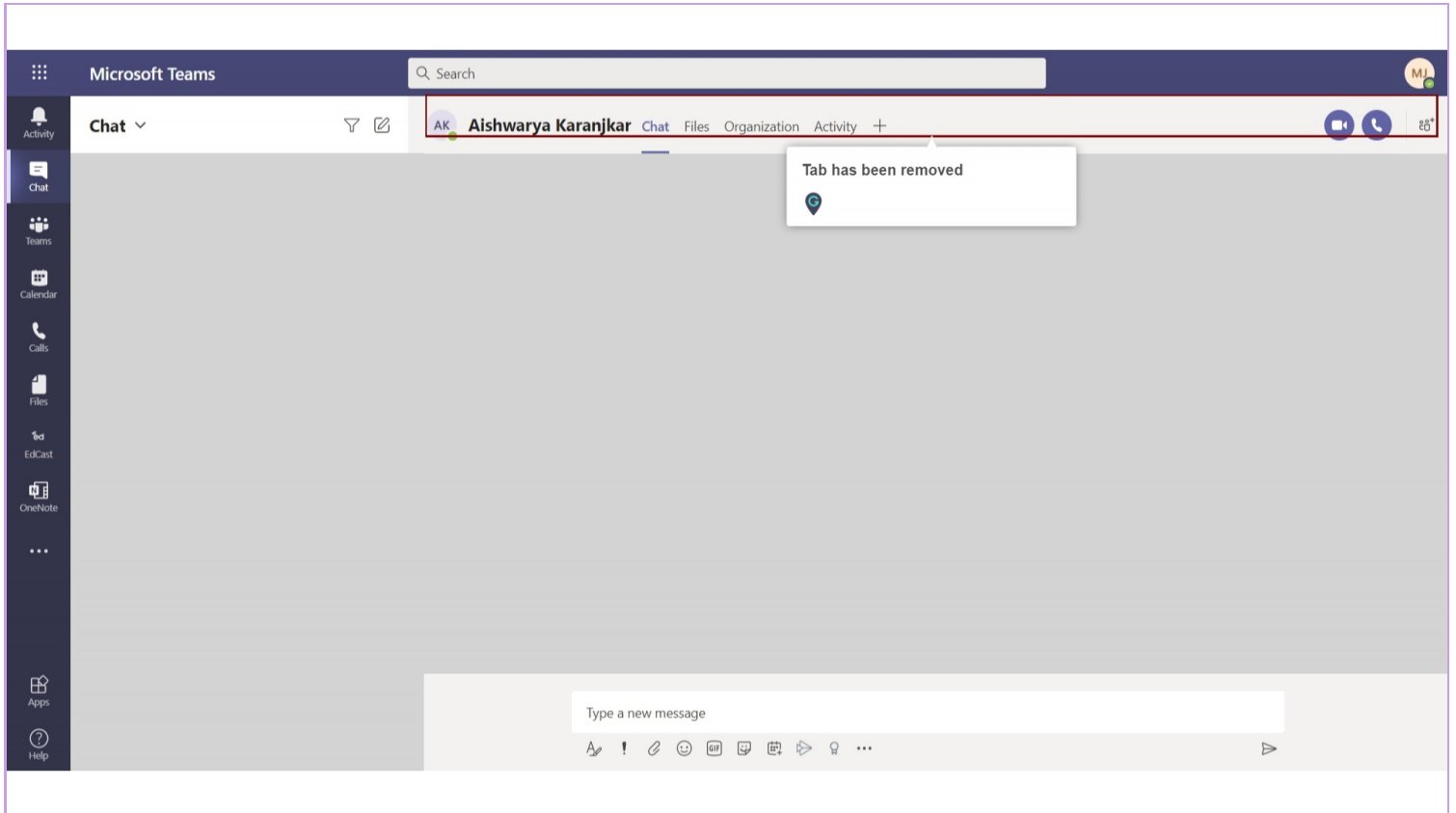
Step: 11

Click on "Remove"



Step: 12

Tab has been removed



Thank You!

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