

How to add and remove tab from a chat

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## Open Microsoft Teams and log in to your account







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

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# Click on "Add icon "

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#### Click on the tab you want to add

For example, select PowerPoint





## From the option available select the one you want to add

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

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Ak Aishwarya Karanjkar 5:28 P You: haan he also mailed he wanted updates	PowerPoint About × Abhi jo banaya h vo to dikhra g	
* Recent	Tab name w guides banane ke liye kuch alag hi aagya h	
Aishwarya, Nirman, +5 7:22 P You: yeah its the same version	PowerPoint	
Aishwarya, Pradeep, +2 6:00 P Ravinandan: Creator app (Stage env.): 1.3.1(25):	From the option available select the	
Pramod Gupta 9/ taskkill /f /im "EdCast MyGuide Creator"	6.PNG one you want to add For example, select "New Microsoft	
Just me You: Since Tuesday I have been using mobile and	PowerPoint Presentation.pptx"	
Natasha Saxena 9/ You: Haan ab dekhti hu mei	SS.PNG	
A s Aishwarya and Saket 9/ Aishwarya: https://zoom.us/j/99935607928?pwd		
Pranjali Jain 9/		
Saket Dixit You: i have filled around 20-25 please check once	Post to the chat about this tab Back Save 5:28 PM okay sure	
	haan he also mailed he wanted updates	2



#### Enter "Tab name"







#### Click "Save"





#### New Tab has been added to the chat







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

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# Click on "Remove"

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#### Click on "Remove"





#### Tab has been removed





# **Thank You!**

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