Step 1: Click chat on the left-hand side.

To get to this page, go to:
teams.microsoft.com
Use your Mville credentials to log in

Please note: your front page for Teams will look different than mine, depending on what Teams you’re currently in.
Step 2: Click this button here to begin a new chat. Enter either a name or a Manhattanville e-mail address to begin your chat.
This is a standard chat screen. In it, you can instant message, share files, and begin a video chat/phone call. Like in Google Docs, those files that are shared can be collaborated on together, and will be saved here and on both the Learning Specialist and the Student’s OneDrive.
The call screen is similar to Skype, which allows both users to share their screen and view their active conversation while speaking directly. You can also switch to a video chat or mute your microphone in it as well.

This left arrow is the share icon, which allows either/both callers to share their screen, or an open app/tab.

This right arrow points to the show conversation button, which allows you to see your instant message conversation which video chatting, useful to open any files that have been passed along during your session.