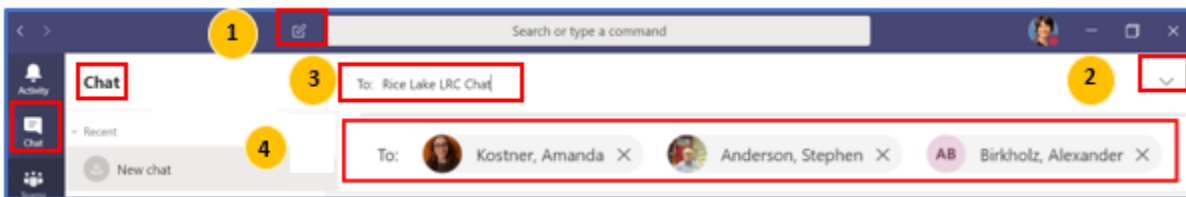# Collaborating in a Group Chat
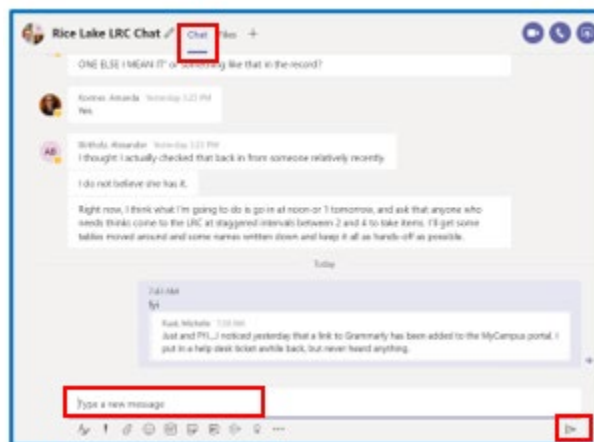
Use a group chat when you need to talk to a group of people and share files within a group.

1. **Create a Group Chat**

   Start the same way you start a one-on-one chat: select **New chat** ✎ at the top of the app. _Select the down arrow to the far right_ of the **To** field and type a name for the chat in the **Group name** field. Next, type the names of the people you'd like to add in the **To** field.
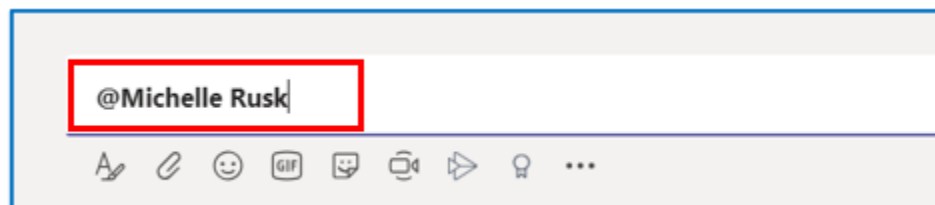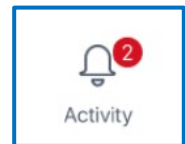
2. **Send a Message in a Group Chat**
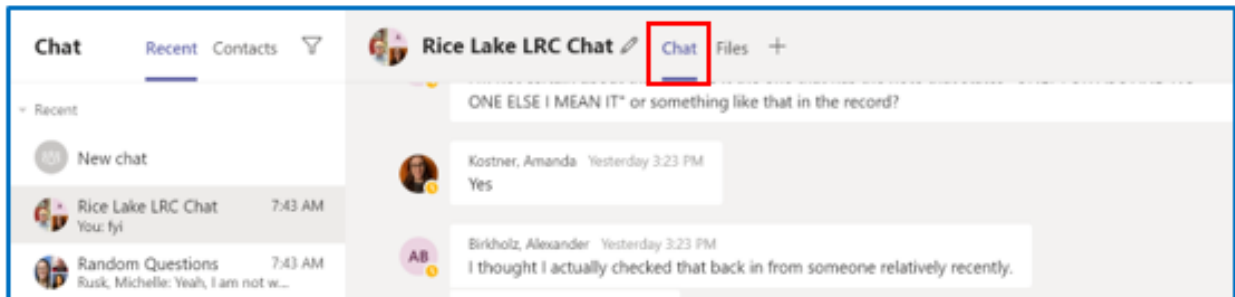
3. **Get someone's attention in a group chat**

   Type @ in front of a team member's name while you're creating a message to include them in the conversation. The person will receive an @mention notice.

See where you have been mentioned by looking for the circle on the left next to **Activity** to see the number of times your name has been @ mentioned in a conversation.
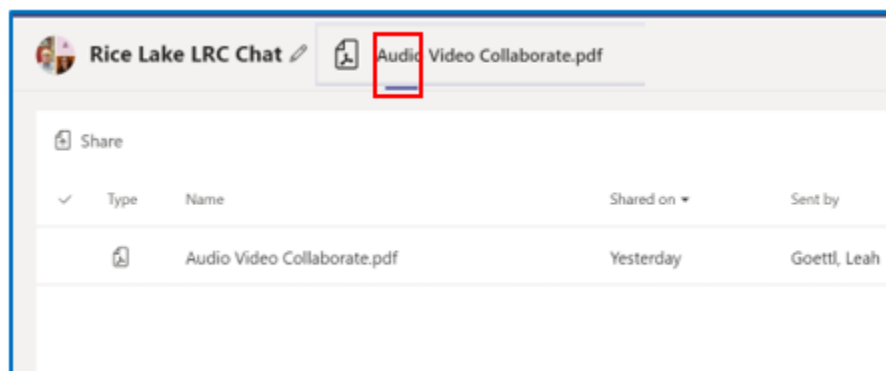
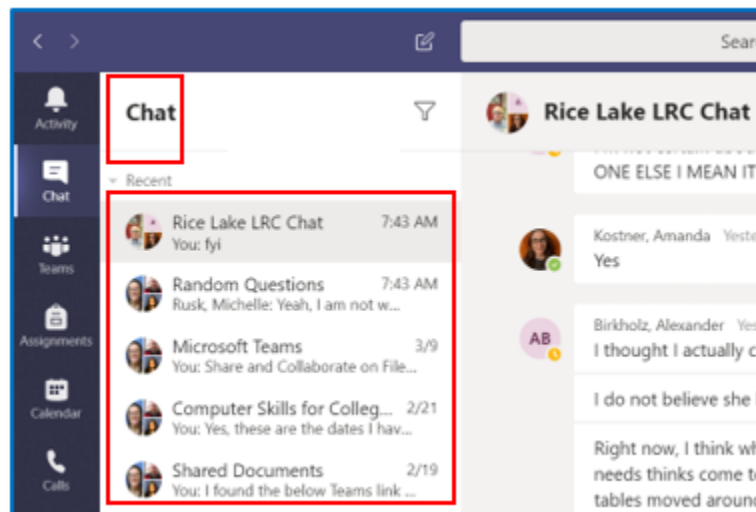

4. Review Chat History

5. Share Files within a Group Chat

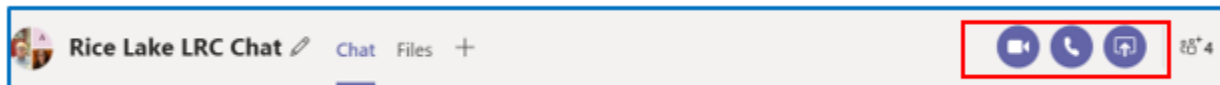Find all the Files Shared in a Group Chat
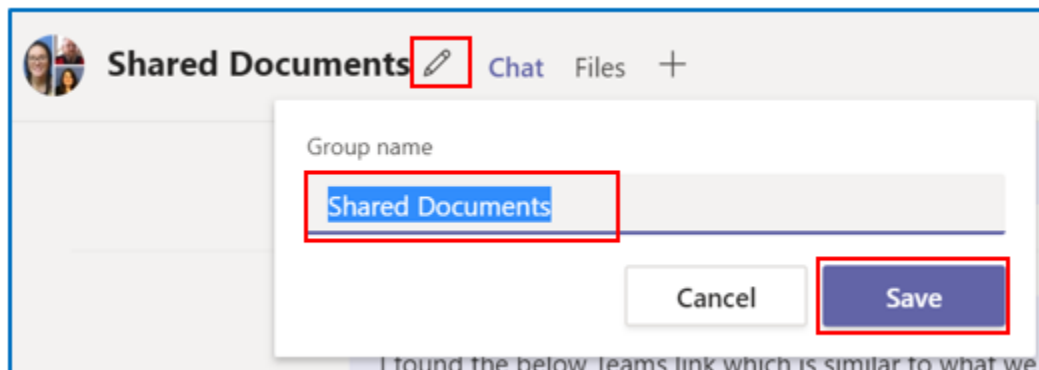
6. Example of a List of Group Chats to Resume

7. Instantaneously Meet or Share your Screen from a Group Chat

If you meet virtually, you can kick off the meeting right from the group chat. In the group chat, look in the upper right corner for the **Video call** and **Audio call** and **Share** ⬆ buttons.

8. Edit Group Name

9. Edit People in the Group Chat