

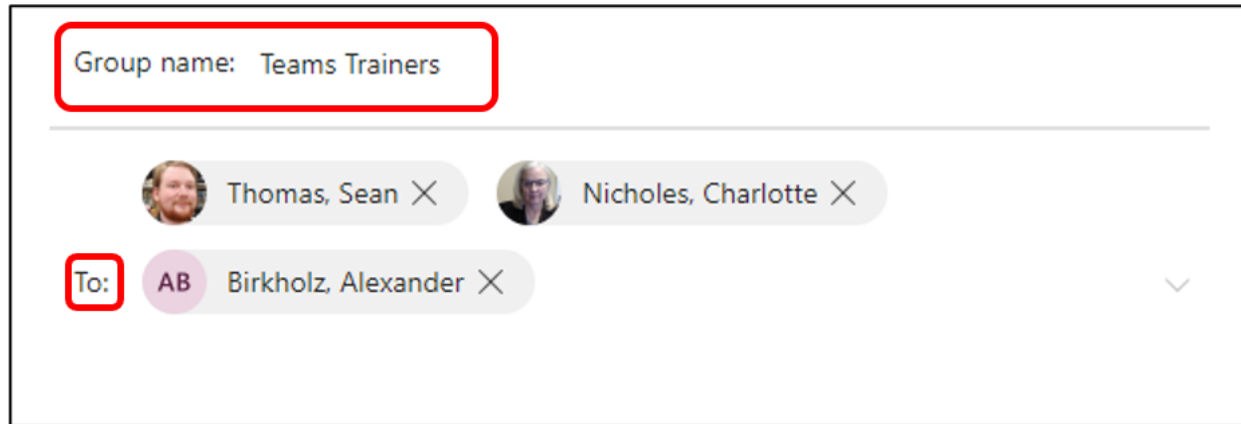
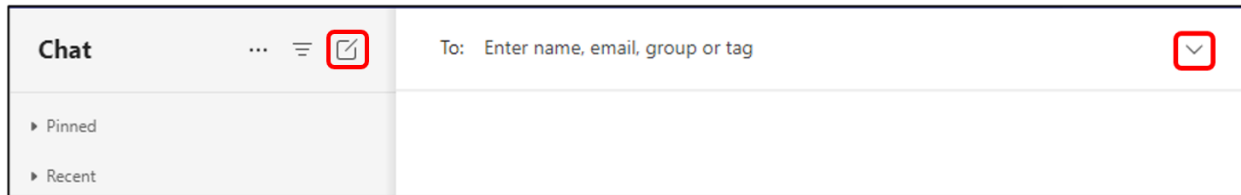


# Basic Things to Know About Group Chats in MS Teams


## Create a Group Chat:

Use a group chat when you need to talk to a small group of people. Start one 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
- Type a name for the chat in the *Group name* field
- Type the names of the people you'd like to add in the *To* field



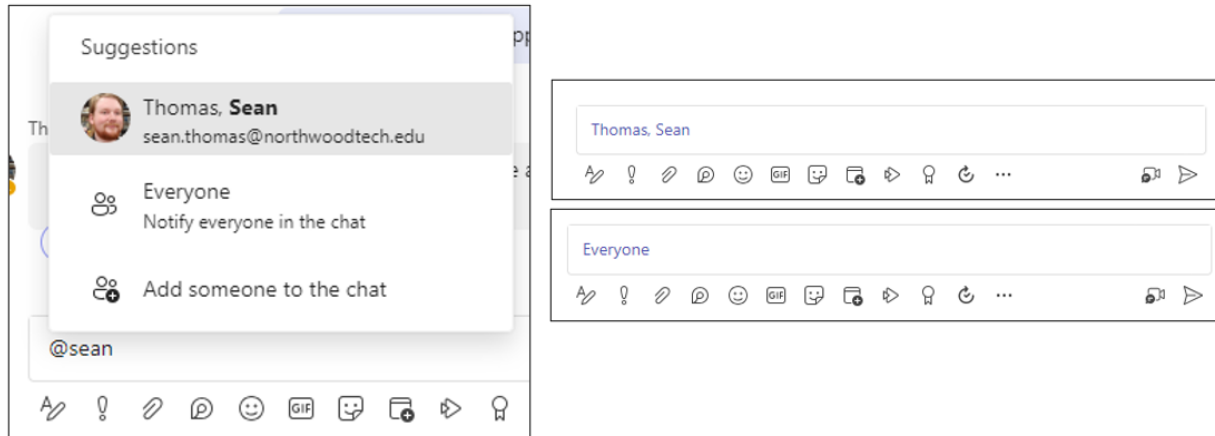
## Send a Message in a Group Chat:

Once you've created your group, compose your message in the box and select *Send* . This starts the chat.



## Get Someone's Attention in a Group Chat:

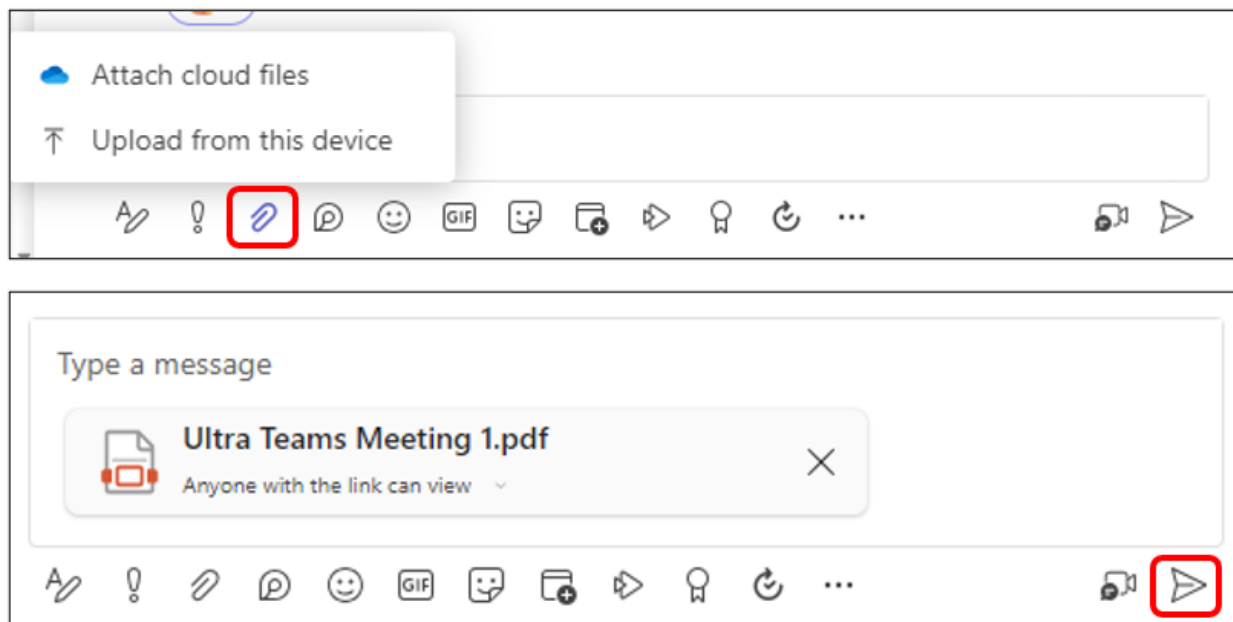
To call a team member's attention, type @ and type in a team member's name or select *Everyone* to notify everyone in the chat. The person or all members will receive an @mention notice



## Add files to share in your chat:

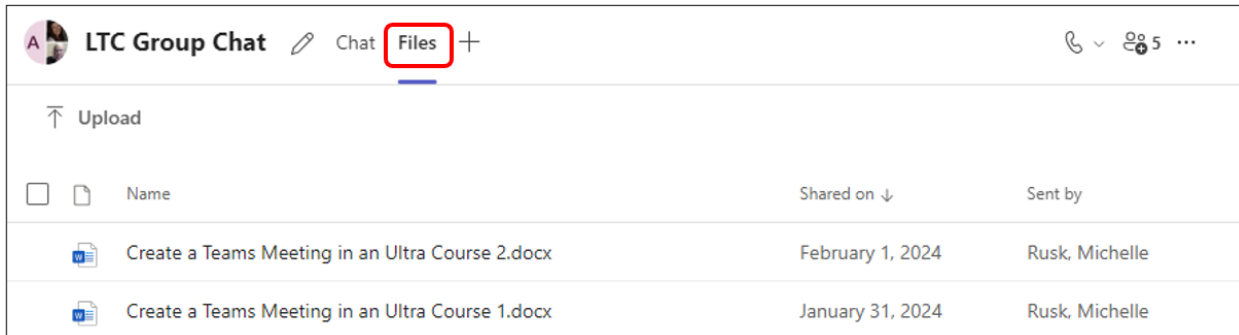
Use the paperclip icon to add important files or websites. These can be retrieved later by going to the *Files* tab at the top of the meeting window.

\*you can also *drag and drop* files into the message box to upload them



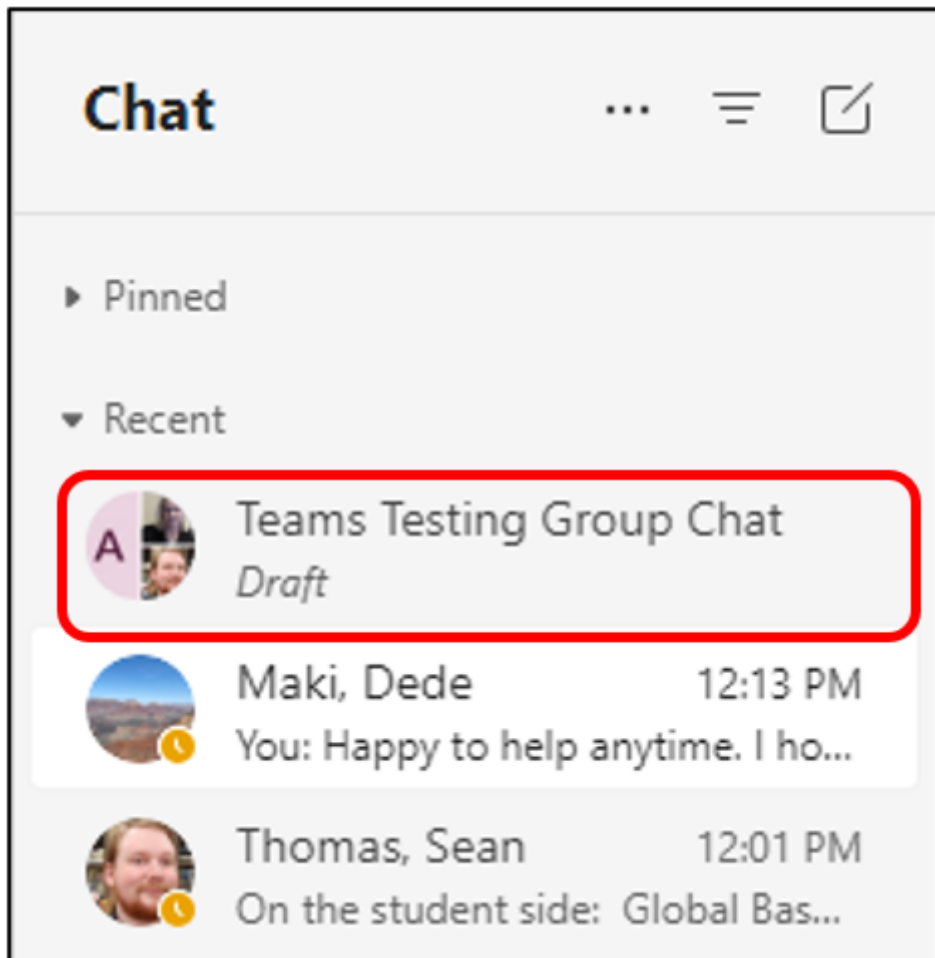
### Find Shared Files in your Chat:

At the top of your chat window click on the tab labeled *Files*.





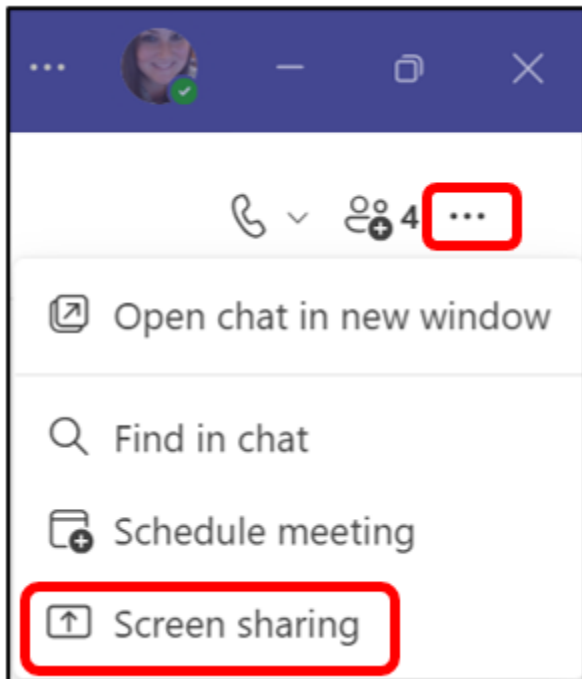
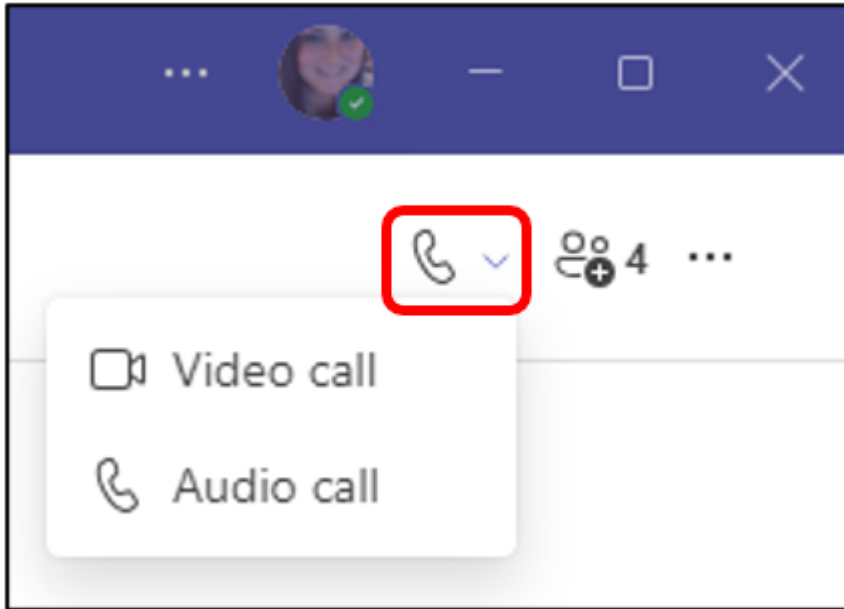
### Resuming your Group Chat:

Your *Group Chats* are saved in your recent conversations list with your one-on-one conversations. The profile image will be a collage of the members' profile pictures. Click on the *Group Chat* to reopen the chat.




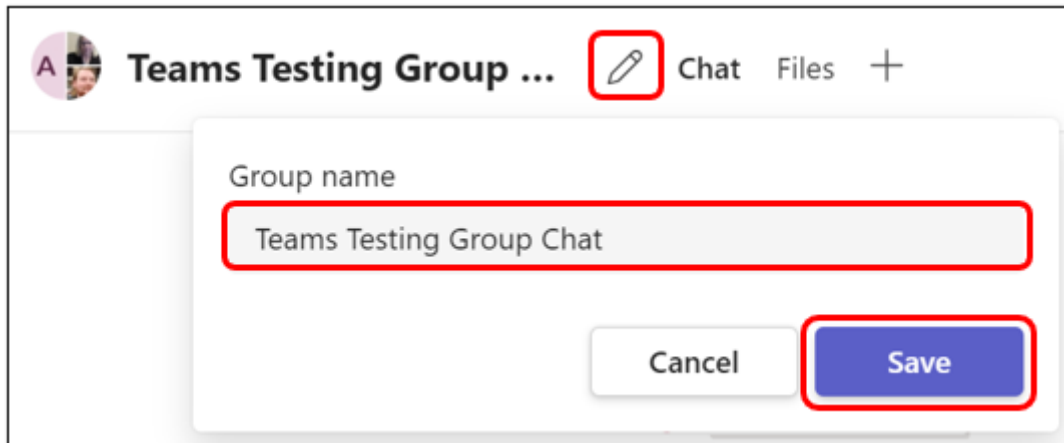
## Turn a Chat into a Video or Audio Call or Share your Screen:

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 *Call*  button to start a video or voice call, and *More Options*  to start screen share.




## Edit Group Name:

At any time you can edit the name of your *Group Chat* by clicking on the pencil  by the group name, type in the new name, then click *Save*.



## Edit member of the Group Chat:

At any time you can add additional people to a *Group Chat* or leave any group chats you're a part of.

Click on *View or Add Participants* , and either click the X next to a member's name to remove them or *Add People* to add new members.

