Lesson 9: Microsoft Teams Group Chats

Supporting Video: https://www.youtube.com/watch?v=2917ISwkPJE

Notes from Microsoft: https://tinyurl.com/4kv7m46e

A group chat starts out like any other chat.

1. Open Teams
2. Click **Chat** in the left app bar.
3. Start typing a name in the **Search** box and select that person from the search results.

Then you add additional participants

4. Click the **Add Participants** button in the upper right corner of the chat screen and key in the name or email address of additional participants.
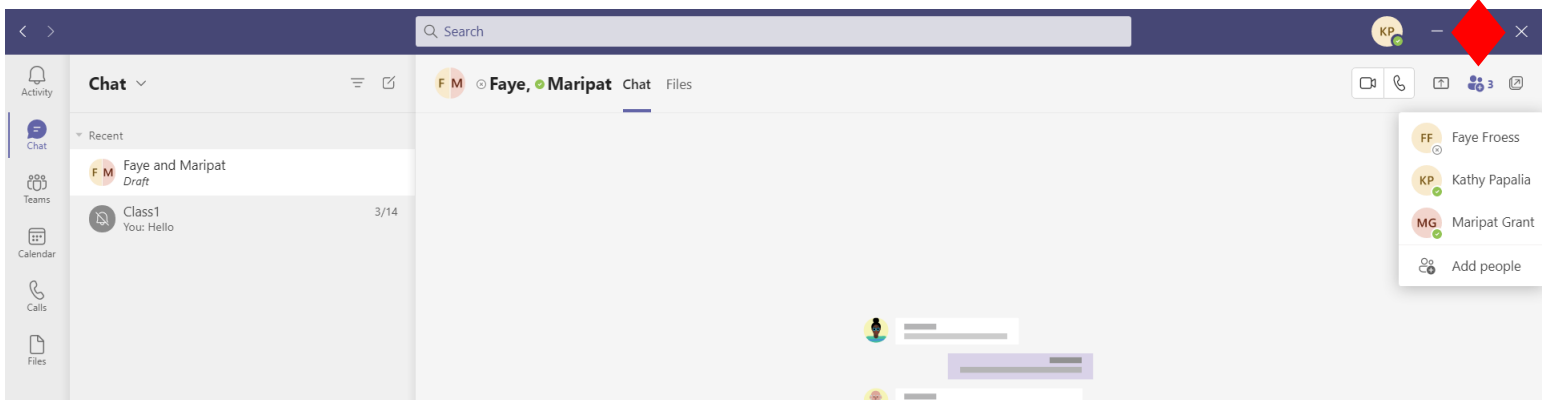

If needed, you can add additional members <u>after</u> a chat has begun.

5. Click the **Add Participants** button and choose **Add people**.
6. Type the name or email address of additional participants and click their name when they appear.
7. Decide how much of the past chat history you would like this new participant to see. (None, All, or from the past # days.)
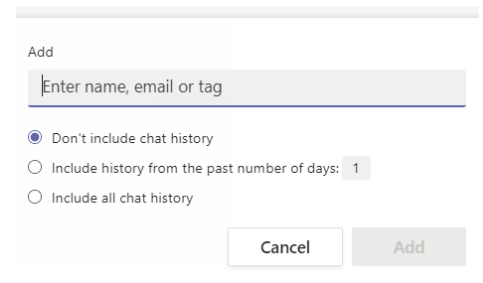
You can give a group chat a name to better identify it.

8. Click the pen icon next to the participant names at the top of your group chat.
9. Enter a name for your group and click the **Save** button.
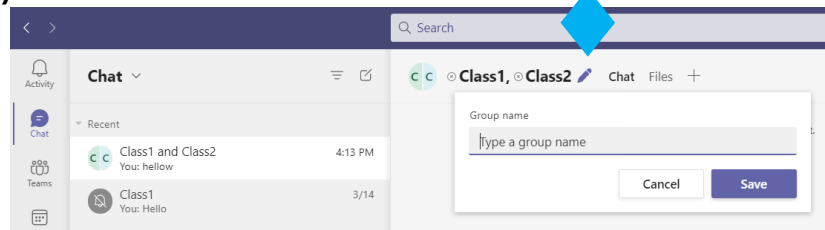
Notes: Click the **…** button next to the group chat to do the following.

- Choose **Pop out chat** to put the chat in a window.
- Choose **Hide** to hide a group chat.   If you start chatting with this exact group again, the complete chat history will reappear.
- Choose **Leave** to leave a group chat at any time. You will be able to read chat history however you will not see new chats.
- Choose **Mute** if a group chat becomes too active/noisy.
- Choose **Pin** to keep a important group chat at the top of your list.