

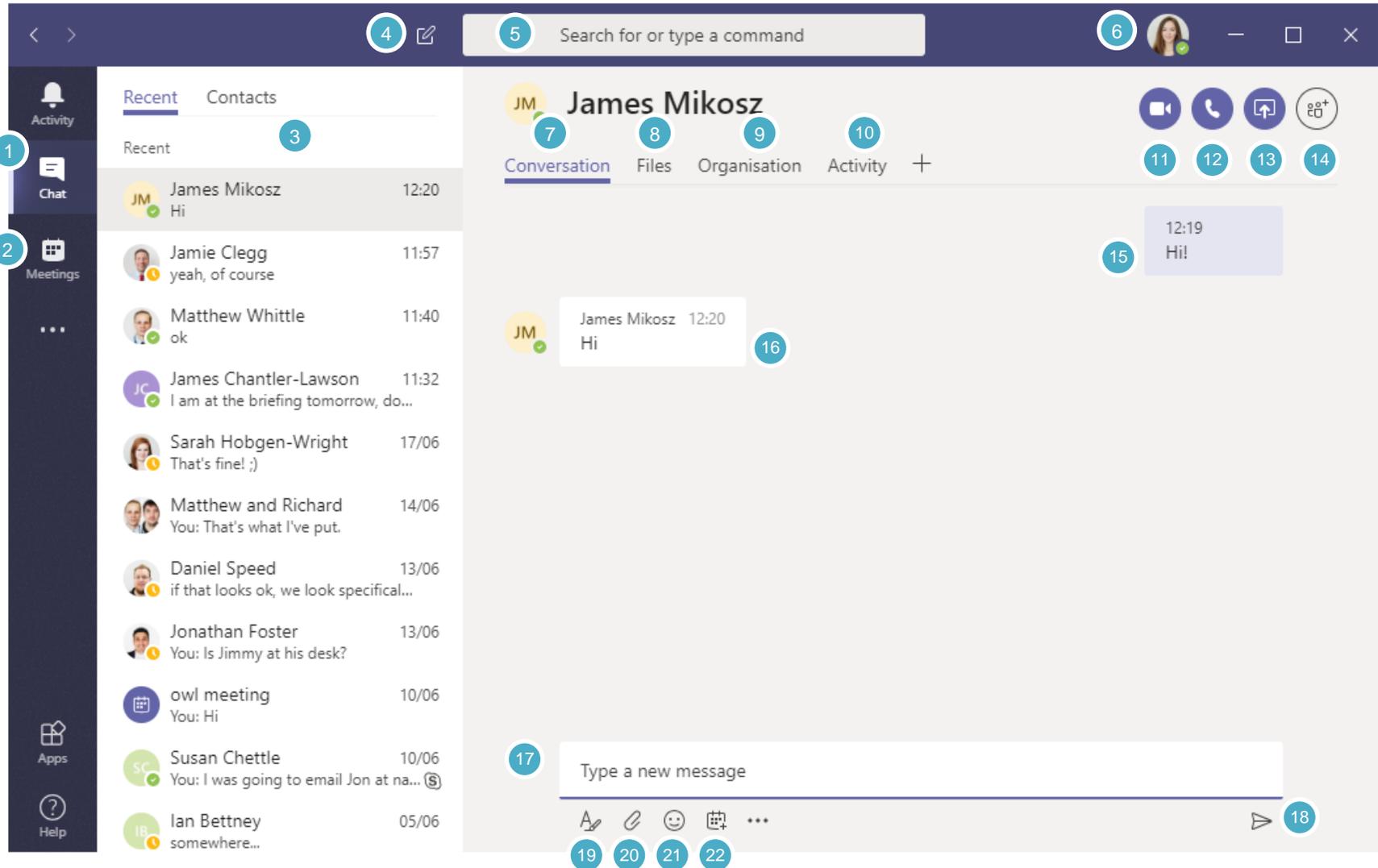
Teams Chat

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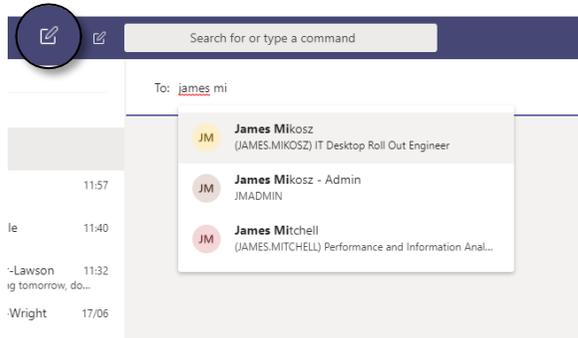
Teams Chat Window

1. Chat app
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Starting a new chat

1. Select **New chat** 
2. Type the name of the person or group in the **To** field.
3. If you want to have a chat with multiple people, select the first person, then begin typing the next name and select them. Do this until you have added everyone.
4. Write your message in the message box and click send  or press the enter key.

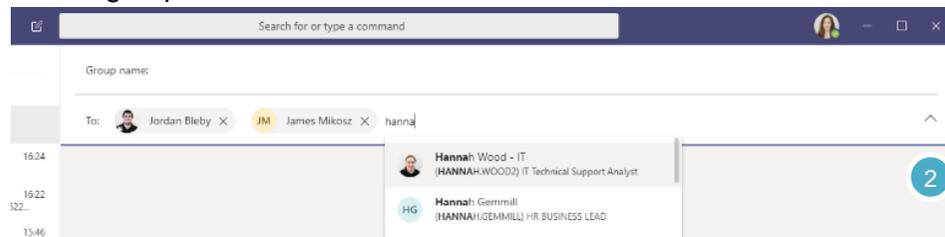


Respond to a chat

When someone sends you a chat, the Teams icon in your taskbar lights up with a number in a red circle. To review and respond:

1. Open Teams.
2. Click Chat Open chat button on the left side of the app.
3. Your active chats are highlighted in bold.

Start a group chat



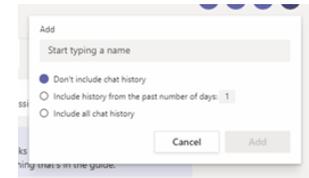
1. Start one the same way you start a one-on-one chat: select **New chat** .

2. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field.
3. Next, type the names of the people you'd like to add in the **To** field.

You can include up to 100 people in a group chat.

Add people to a conversation

1. To add more people into the conversation, just click **Add people**  in the top right corner of Teams.
2. Type the names of the people you'd like to add and click **Add**.
3. If adding to a group chat you can select how much of the chat history to include, and click **Add**.



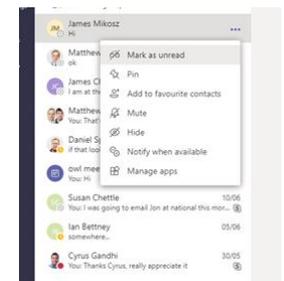
Remove people from a group chat

Open any group chat of three or more people and go to the top of the chat where it tells you the number of participants. Hover on the person's name you want to remove, then select the **X** and confirm you want to remove the participant from chat.

An update in the chat will inform everyone that you've removed the person. People removed from a chat will be able to view previous chat history, but won't be able to send new messages, react to messages, and won't be able to view new conversations or files shared by the group.

Hide a chat

You can't delete a chat in Teams, however you can hide it. Click **More options**  > **Hide**. To find the chat again type the person or name of the chat in the search bar.



Leave a group chat

To leave a group chat, go to your chat list and find the chat you want to leave. Click **More options**  > **Leave**.

Mute a chat

To stop getting notifications for one of your chats, find the name of the chat and click **More options** ... > **Mute**.

Only the notifications are turned off, so you still receive messages and an icon appears next to the names of the participants to remind you that the chat has been muted.

If you change your mind, just click **More options**... again and unmute it.

Favourite or unfavourite a chat

Click Chat to open the chat list. Find the name of the conversation you want to favourite and click **More options** ... > **Favourite**. This ensures that the chat stays at the top of your list.

To remove a chat from your favourites, just click **More options** ... > **Remove from favourites**.

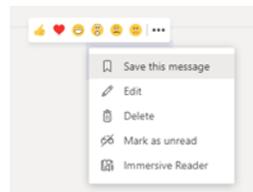
Edit a sent message

You can edit any message that you have sent to a chat or channel. Go to the message and select **More options** ... > **Edit**. Make changes to your message, then press **Enter** to save the update.

There's no limit to how many times you can make changes to a sent message.

Delete or edit a sent message

1. If you need to backtrack and delete or edit something you just sent, hover over the message and select **More options**... > **Delete** 🗑️.
2. To edit the message select **Edit** and edit your message. Once complete click the **tick** icon or press **enter**.



Send a link

To send a link, select **Expand**  in Teams beneath the compose box, then select **Insert link in Teams** . Add display text and the address, and then click **Insert**. Once you send it, the message containing your link includes a thumbnail image and preview, which you can close if you'd rather not see it.

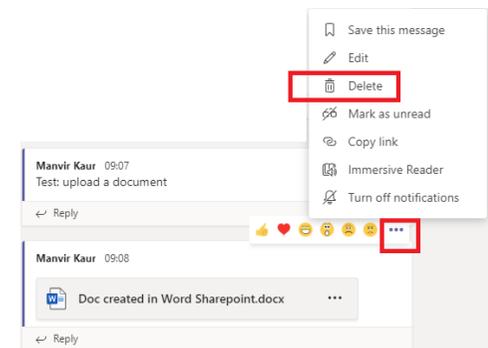
Attach a file or picture

To attach a file or picture to a message, click **Choose file**  beneath the compose box. Then you can upload a file or picture from your computer or OneDrive.

Delete an Attachment

A file that's been attached/shared via Teams>Chat, **can only** be deleted in Teams>Chat **not from** the Files tab.

1. Find the chat upload
2. Click the three dots of the message box (not the three dots of the document)
3. Select delete



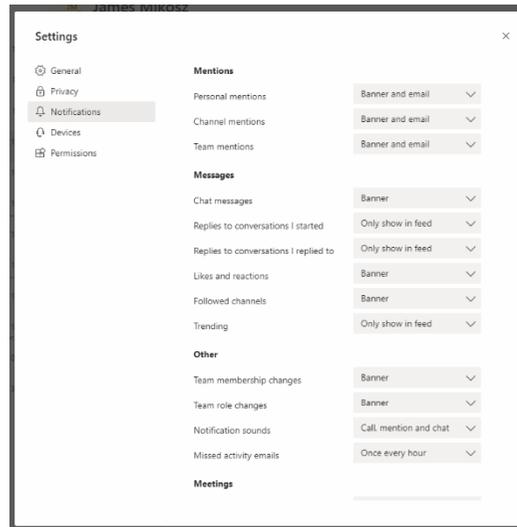
Mark a message as important

If you want to make sure people pay attention to your post in chat, mark it as important. To do that, click **Expand**  to expand the compose box and then click **Mark as important** !. That adds a red exclamation point next to your message and prefixes it with the word "IMPORTANT!"

Amend notification settings

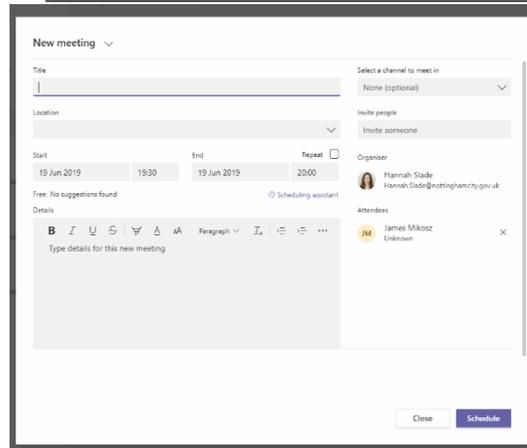
To change how notifications appear, click on your profile icon in the top right hand corner and select **Settings > Notifications**.

Banner notifications will appear in the bottom right hand of your screen.



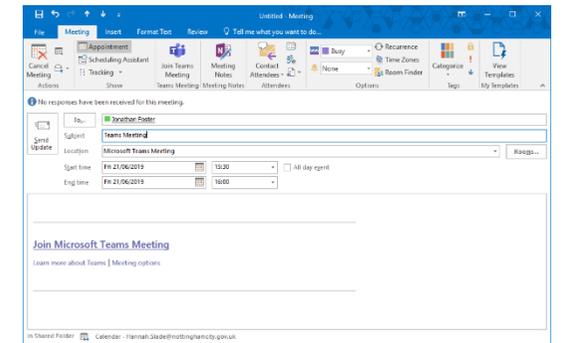
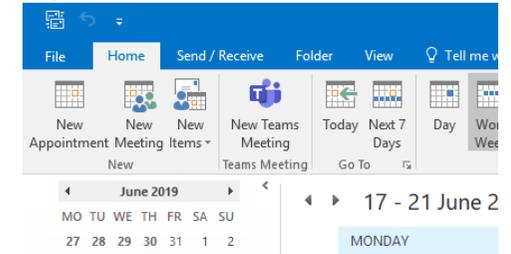
Schedule a meeting in Teams

1. Click **Schedule a meeting** in a chat or in **Meetings** on the left side of the app.
2. Select the people you'd like to invite. Click the **Scheduling assistant** to find a time that works for everyone.
3. If the meeting is a recurring one, click the **Repeat** box. Once you do that, you'll be able to choose how often you want it to occur.
4. Click **Schedule**.



Schedule a Teams meeting in Outlook

1. Go to your calendar in Outlook and click the **New Teams Meeting** button in the tool bar.
2. Schedule your meeting as normal and invite attendees by adding them in the **To** field.
3. When the meeting starts you can join it using the link in the appointment or by click the **Join Teams Meeting** button in the toolbar.

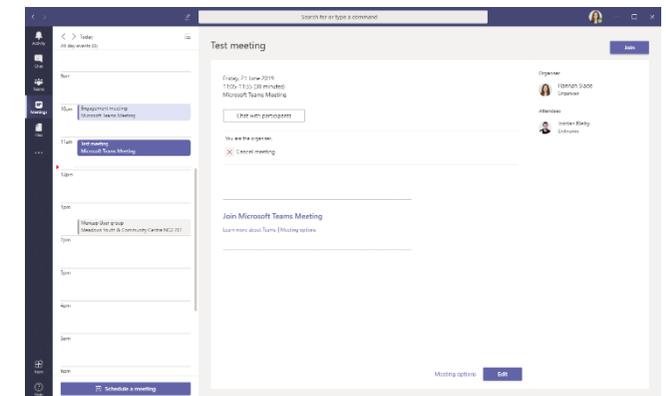


Join a meeting via video, audio or chat

To join a scheduled Teams meeting from within Teams click on the **Meetings** app.

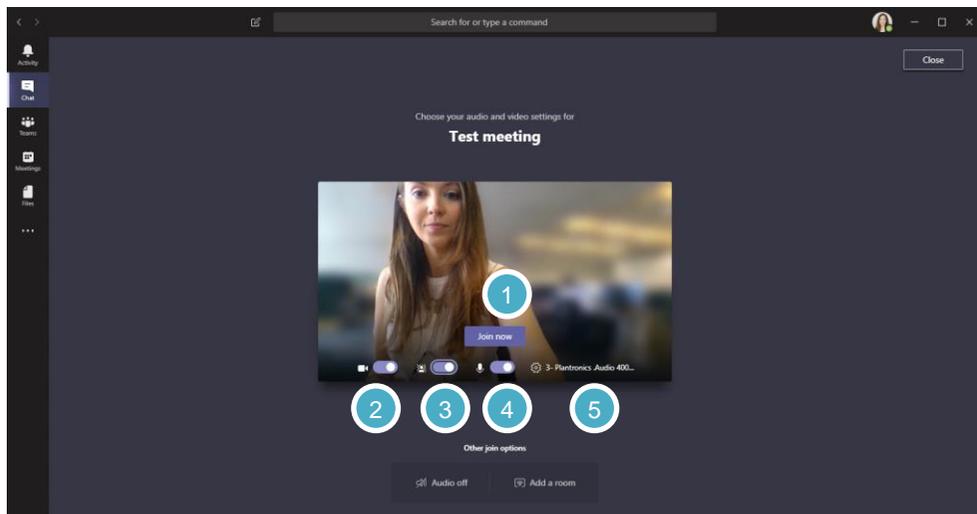
Clicking the **Join** button will start a video or audio meeting

Clicking **Chat with participants** will start an instant messaging conversation.



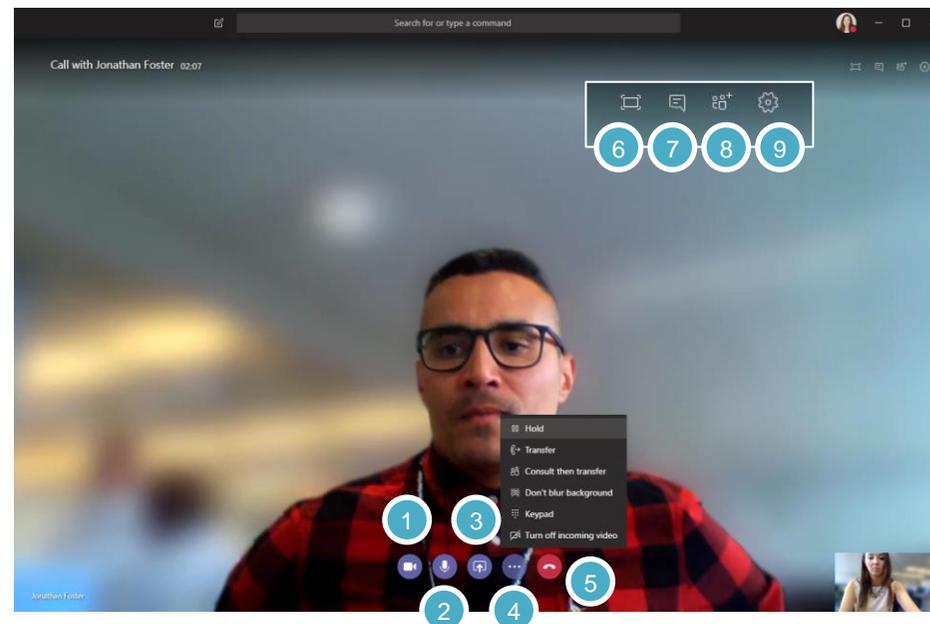
You can still start a video or audio meeting from within an instant messaging meeting by clicking the **Join** button in the top right hand corner of the chat.

After clicking **Join** you will be taken to a screen to check your audio and video settings.



1. **Join now** to start the video conversation
2. Turn the camera on or off
3. Blur the background
4. Turn the microphone on or off
5. The audio device being used – click to access the device settings

Video chats controls

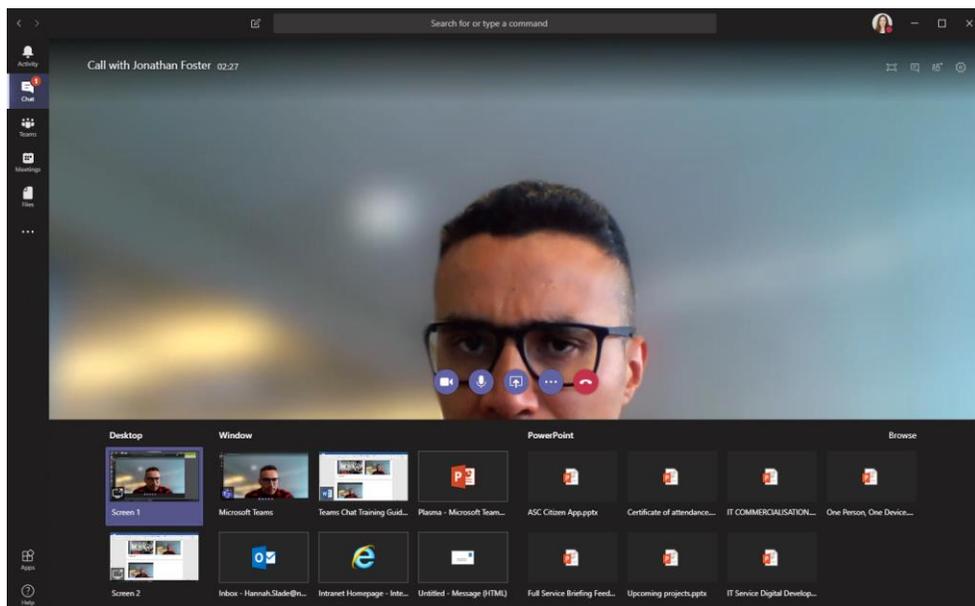


1. Turn video on or off
2. Mute your audio
3. Share your screen or a presentation
4. More options
 - a. Put the call or video chat on hold
 - b. Transfer the call or video chat to another colleague
 - c. Consult then transfer starts an IM chat with the person you wish to transfer the call to. From within the chat you can transfer the call.
 - d. Blur my background blurs everything but yourself in the chat – useful for when you're having a video chat within the office.
 - e. Keypad
 - f. Turn off incoming video
5. End call
6. Full screen
7. Opens the conversation window

8. Show participants and invite someone
9. Device settings

Share your desktop

Screen sharing lets you present your screen or the app you're using during a meeting. To share your screen in a meeting, click **Share**  in your meeting controls. You can choose to present your entire desktop, a specific app, or a file.



Share PowerPoint slides in a meeting

If you choose to share a PowerPoint file in a meeting, rather than your desktop, meeting participants will get some special capabilities:

They'll be able to move around to different slides without interrupting the main presentation.

They can sync their view back to the presenter's view with one click.

1. Click **Share**  in your meeting controls.
2. In the **PowerPoint** section, click the file you want. Click **Browse** to look for a different file.

Notes:

The **PowerPoint** section lists the most recent files you've opened or edited in your team SharePoint site or your OneDrive. If you select one of these files to present, all meeting participants will be able to view the slides during the meeting. Their access permissions to the file outside of the meeting won't change.

If you select **Browse** and choose to present a PowerPoint file that hasn't been uploaded to Teams before, it will get uploaded as part of the meeting. If you're presenting in a channel meeting, the file is uploaded to the **Files** tab in the channel, where all team members will have access to it. If you're presenting in a private meeting, the file is uploaded to your OneDrive, where only the meeting participants will be able to access it.

Give and take control of a sharing session

Give control

If you want another meeting participant to change a file, help you present, or demonstrate something, you can give control to that person. You will both be in control of the sharing, and you can take back control anytime.

Note: When you're sharing an app, only give control to people you trust. People you give control to may send commands that could affect your system or other apps.

1. On the sharing toolbar, select **Give control**.
2. Select the name of the person you want to give control to. Teams sends a notification to that person to let them know you're sharing control. While you're sharing control, they can make selections, edits, and other modifications to the shared screen.
3. To take control back, select **Take back control**.

Take control

To take control while another person is sharing, select **Request control**. Then, the person sharing will approve or deny your request.

While you have control, you can make selections, edits, and other modifications to the shared screen.

When you're done, select **Release control** to stop sharing control.

Zoom into shared content

Click and drag to see different areas.

And to zoom in or out, try the following:

- Pinch in or out on your trackpad
- Use the keyboard shortcuts **Control + Plus sign** and **Control + Minus sign**
- Hold the **Control** key and scroll with your mouse