

How to Chat/Call with Others in Microsoft Teams

Step 1: Once you've installed Microsoft Teams, open the app on your device.

Step 2: Click on Chat from the menu on the left and start a new chat.



Step 3: Message someone using the options at the bottom or **Call** them using the options in the top right of Microsoft Teams.



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Options: There are a few options available to you in **Chat**.



Formatting





Share File

Schedule Meeting







Step 4: Invite others into the conversation.

Invite Button

Add Participants

Option: Name the Group for convenience.

Note: You must initiate a conversation before you can name the group.

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|---|---|--------|---|-------------|
| | Harri , Heint, John , +2 🖉 Chat Files + | | , Heint, John ,+2 🖉 Chat Files + | e 🔇 🕢 😢 |
| | Group name | | Group name | |
| | Monday Groupies | | 11:08 Ar Monday Groupies | |
| | Jessica (IT Communications) 11:08 AM | Cancel | Jessica (IT Communications) 11:08 AM | Cancel Save |
| | Kaylen (Enterprise Architecture) 11:08 AM | | Kaylen (Enterprise Architecture) 11:08 AM | |
| | Jessica (IT Communications) 11:08 AM | | Jessica (IT Communications) 11:08 AM | |
| | Type a new message | | a new message | |
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Click Pencil









Step 5: Address other participants in the group by using @ mentions.

Step 6: Start a Meeting with everyone in the Group.



Start Meeting

Meeting in Progress





Step 7: Use the Meeting options to enable webcam, mic, and screen sharing. **Note:** Screen sharing *is not available to you in Scheduled Meetings unless you are the presenter.*



Step 8: You can still Chat while in a Meeting.



Chat Button

Chat Box

