Southern Connecticut State University

Teams - Chat Feature

Introduction

The following steps will walk you through how to use the Microsoft Teams chat feature.

Chat tab

1. Open Microsoft Teams.
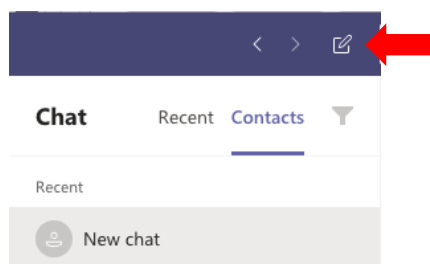2. Select the "Chat" icon on the left menu:
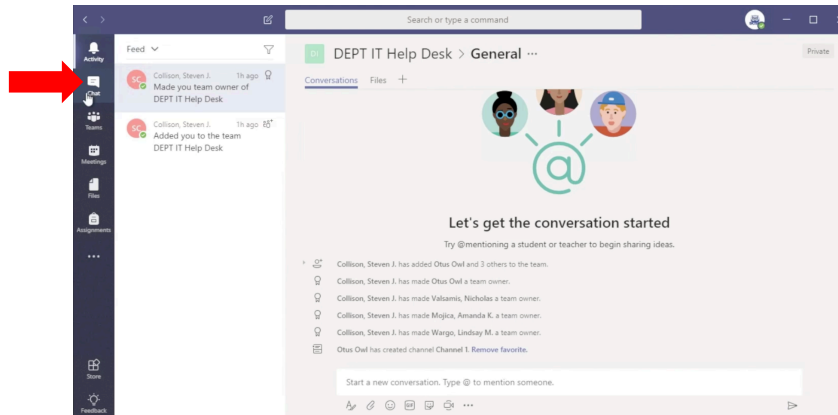
3. From here, you can find your recent chats or create a new one with anyone in the university. If an individual has a skype icon Ⓢ next to their name, they must sign into Teams before a chat can begin.
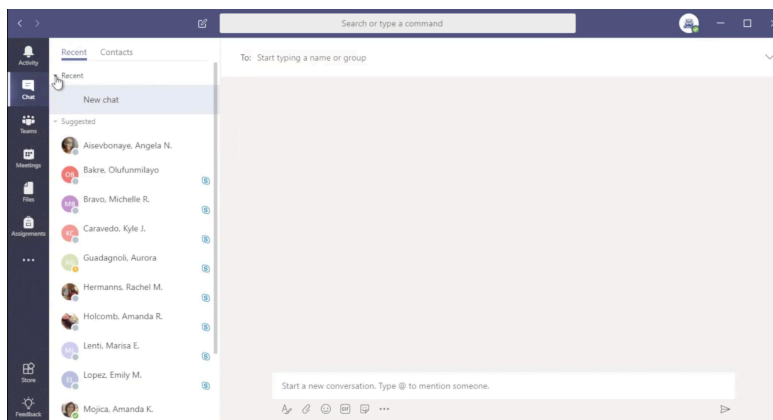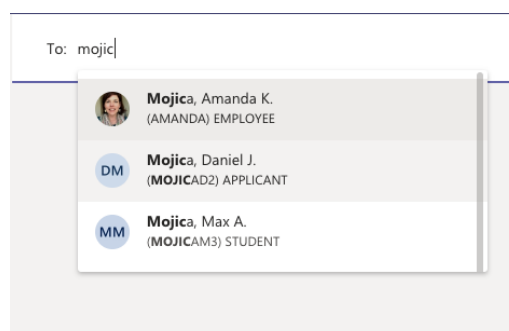

Start a new chat

1. To start a new chat, select the pen/paper icon to the left of the search bar at the top of the screen.
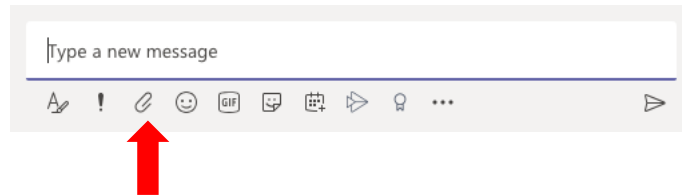

2. Start typing a SCSU username/email, or a first and last name to find someone. Select the contact when found.
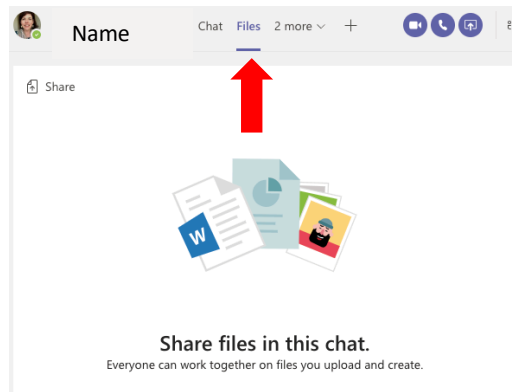
Additional Features

File sharing in a chat

1. Files can be shared within the chat by selecting the paperclip icon on the bottom toolbar, then browsing your computer or online cloud locations for the file(s).
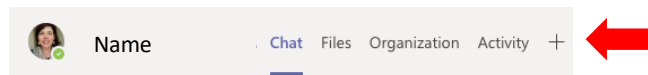

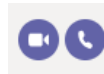2. Files can then be found under the chat's "Files" tab:

Adding a tab

Explore the additional tabs/apps available to add to your chat by selecting the + icon.

Additional conversation options

Additional conversation options include video and audio calls. These are available on the upper right-hand corner of a chat.
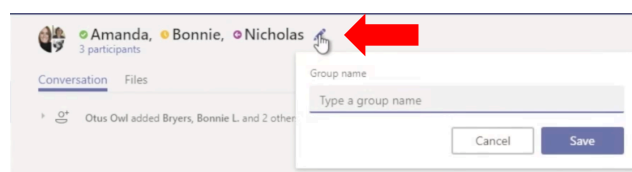

Adding user(s) to a pre-existing chat

To add a user to a pre-existing chat, select the "Add people" or "Invite" icon. Enter the name/username and select the contact.
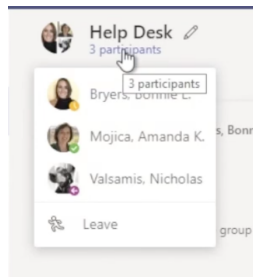
Group chat naming

Make your group easily identifiable by giving your chat a name. Select the pencil icon to the right of the participants' names, enter a title, and select "Save".
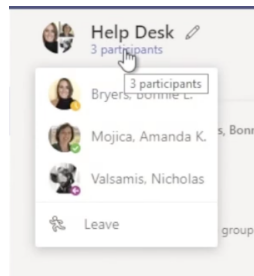
Viewing chat participants

You may view participants of a chat by hovering over the participants near the chat title.
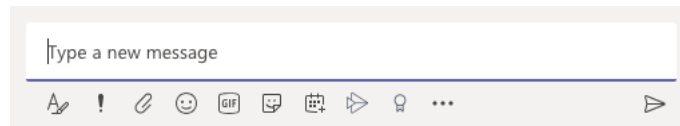

Leaving a chat

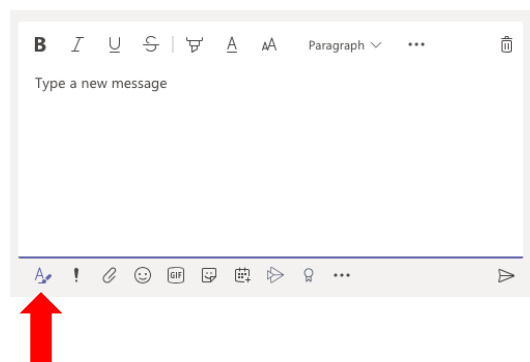To leave a chat, hover over the chat participants near the chat title, and select "Leave".

Chat toolbar

The chat toolbar, located at the bottom of the chat textbox, provides many options such as formatting text, attaching files, scheduling meetings, etc.
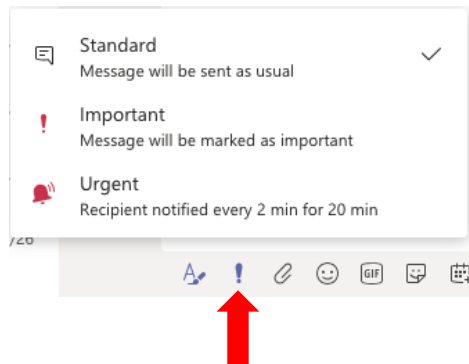

Formatting

The formatting option provides a wide range of options to edit your text.
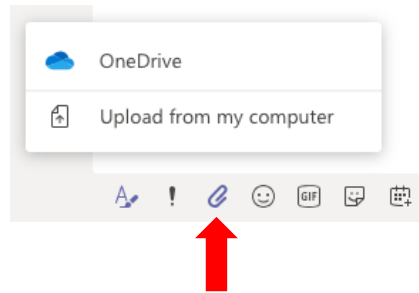
Delivery options

Selecting the delivery options icon will allow you to send a message with another status – ex: marking a message with high importance.
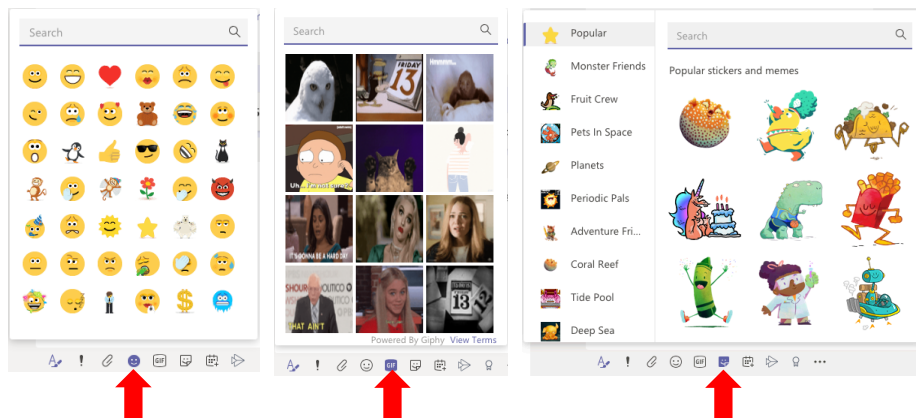

Attachments

Attach a file to a message by selecting the paperclip icon.
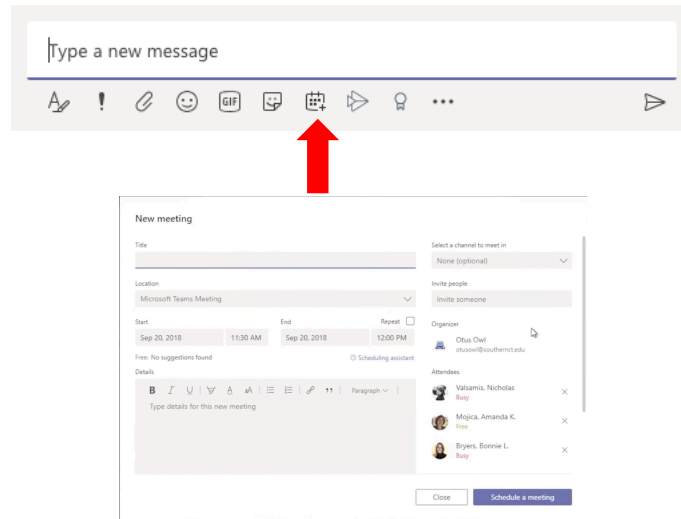

Adding emojis, gifs, stickers

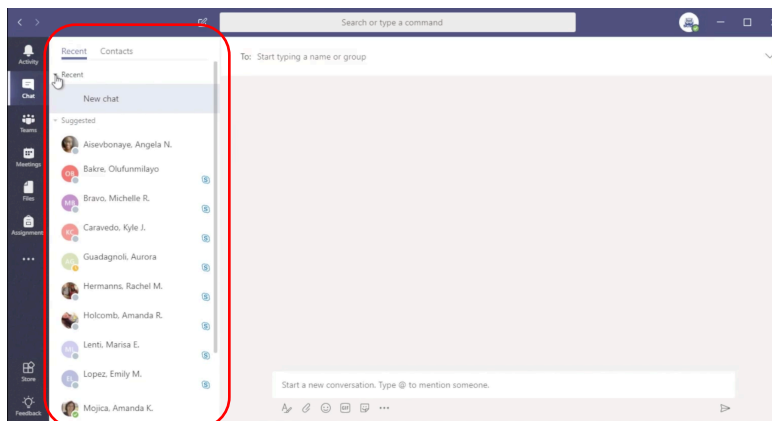Add emojis, gifs, or stickers by selecting the correlating icons.

Scheduling a meeting

To schedule a meeting, select the calendar icon. To see full instructions on scheduling a meeting in Teams, see our separate documentation for such.
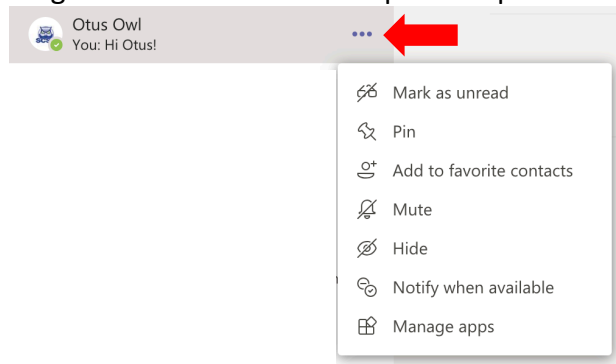

Recent chat panel options

The recent chat panel can be found on the left side of a chat window. This will contain previous chats.

However over a chat, then selecting the three dot icon will open an option list.

Mark as unread

Select this option to return a read message to a "new" status.

Pin

Select "Pin" to pin this chat to the top of all recent chats. This chat will stay toward the top of your chat list until unpinned.

Add to favorite contacts

Select this option to add this contact to your "favorites" list for later ease in finding the contact.

Mute

This option can be used to mute any notification from this chat.

Hide

Hiding a chat will remove it from your recent chat list.

Notify when available

Select this option to be notified when a user becomes available within Teams.

Manage apps

Select this option to add or manage any apps associated with this chat.