

Teams - Chat Feature

Introduction1
Chat tab
Start a new chat
Additional Features
File sharing in a chat
Adding a tab
Additional conversation options
Adding user(s) to a pre-existing chat
Group chat naming
Viewing chat participants
Leaving a chat
Chat toolbar
Formatting
Delivery options
Attachments
Adding emojis, gifs, stickers
Scheduling a meeting
Recent chat panel options
Mark as unread
Pin7
Add to favorite contacts
Mute
Hide
Notify when available
Manage apps

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:

$\langle \rangle$	Ľ	Search or type a command	- 🗆 ×
Activity	Feed V	DEPT IT Help Desk > General ···	Private
	Collison, Steven J. 1h ago Q Made you team owner of DEPT IT Help Desk	Conversations Files +	
aigi Taranta Malantinga Filam	Collison, Steven J. Ih ago tố Added you to the team DEPT IT Help Desk		
Assignments		Let's get the conversation started	
		Try @mentioning a student or teacher to begin sharing ideas.	
		Collison, Steven J. has added Otus Owl and 3 others to the team.	
		Y Collison, Steven J, has made Otus Owl a team owner. O Collison, Steven L has made Valsamir, Nicholar a team owner.	
1000		Collison, Steven J. has made Mojica, Amanda K. a team owner.	
		Collison, Steven J. has made Wargo, Lindsay M. a team owner.	
		Otus Owl has created channel Channel I. Remove favorite.	
Store			
~		Start a new conversation. Type @ to mention someone.	
Feedback			⊳

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 (S) next to their name, they must sign into Teams before a chat can begin.

$\langle \rangle$		C	Search or type a command	 -	×
Activity	Recent Contacts		To: Start typing a name or group		\sim
Chat	New chat				
Teams Meetings	Sugented Sugented Susebonaye, Angela N. Susebonaye, Angela N. Susebonaye, Angela N. Susebonaye, Angela N. Susebonaye, Aurora Su	8 8 8 8			
BB Store	Lopez, Emily M.	3	Start a new conversation. Type \oplus to mention someone.		
Feedback	Nojica, Amanda K.				

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".

Amanda, O Bonnie, O Nicholas 3 participants	5
Conversation Files	Group name
O ⁺ Otric Ord added Propert Rampia Land 2 other	Type a group name
Grus own added bryers, bonnie L. and 2 other.	Cancel 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.

Туре	Type a new message											
<u>A</u>	!	O	\odot	GIF	÷	Ē	\Rightarrow	õ		•		\triangleright
		New m Trite Location Micross Start Sep 20. Free: No s Details B Type	Deteting off. Teams Mee 2018 uggettions four I = 0 is details for this	ting 11:30 d ⊽ A a/ is new meetin	End AM Si A i = i = g	ep 20. 2018 E d ⁰ 33	O Scheda	∼ × Repeat 12:00 PM drg assistant h ~	Select Nor Invite Invite Crgar Attent Q Q Q Q	is channel to meet in me (optional) people the control con- close of the control con- ditional factors and the con- ditional factors and the con- trace. By Mick Anarada K. Free. By pers, Bonnie L. Bury		
									Close	e Schedule a m	reeting	

Recent chat panel options

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

< >		- 5%	Search or type a command	🚇 – 🗆 ×
Activity	Recent Contacts		To: Start typing a name or group	~
The Chart	New chat			
Teams Teams Meetings	 Suggested Aisevbonaye, Angela N. Bakre, Olufunmilayo 			
Files	Bravo, Michelle R.	6		
	💿 Guadagnoli, Aurora	6		
Ŕ	Holcomb, Amanda R.	8 8		
Store -Q- Feedback	😱 Lopez, Emily M.	3	Start a new conversation. Type \mathbb{Q} to mention someone. Ap \mathcal{O} \odot \square \square \square \cdots	⊳

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

Otus Owl You: Hi Otus!	
	6 ⁶ Mark as unread
	公 Pin
	\mathfrak{S}^{\star} Add to favorite contacts
	🖉 Mute
	Ø Hide
	🕤 Notify when available
	🛱 Manage apps
<u> </u>	

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.