HOW TO CREATE A NEW GROUP CHAT ON MICROSOFT TEAMS

1. In the **Chat Tab** click the **New Chat** button.

2. Select **Add Group Name** and enter a name for your group chat.

3. In the **To:** line, type the phone numbers, email addresses or names of those you want to include in this group.

4. Type a message and send it to finish creating your new group.

NOTE: You can also go to any one-on-one chat, click the **Add People** icon, and add people to the chat to create a group chat.

CUSTOMIZE YOUR GROUP CHAT

At the top of your group, you can:

- Select the **Name Group Chat** icon to change the group name.

- Select the **Video Call** icon to start a video call with the group.

- Select the **Audio Call** icon to start an audio call with the group.

- Select the **Screen Sharing** icon to share your screen with the group.

- Select the **View and Add Participants** icon to view the participant list and add people to the group. You can also remove people from the group by selecting this icon, hovering over the name of the person you want to remove, and selecting the **X** icon next to the name.

- Select the **Pop Out Chat** icon to open the group chat in its own window.

NOTE: To leave a group chat, hover over the chat in the chat list and select the **More Options** icon, then select **Leave**.