



Microsoft Teams

Microsoft Teams Chat

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1. How do I start a new chat with someone?

Please note that Teams is being launched in phases ministry by ministry, so not everyone will have Teams available until this deployment is complete.

In your Teams window, select the “Chat” icon from the left navigation.

At the top of your screen, select the “New Chat” button



You will be presented a place to type your chat partner’s name in

Search or type a command

To: Enter name, email, group or tag

Microsoft Teams Chat

Ministry of Central Services

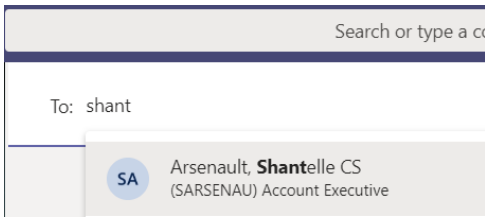
This document answers common questions about chatting in Teams, a feature of Microsoft Office 365

Last revised: April 2020

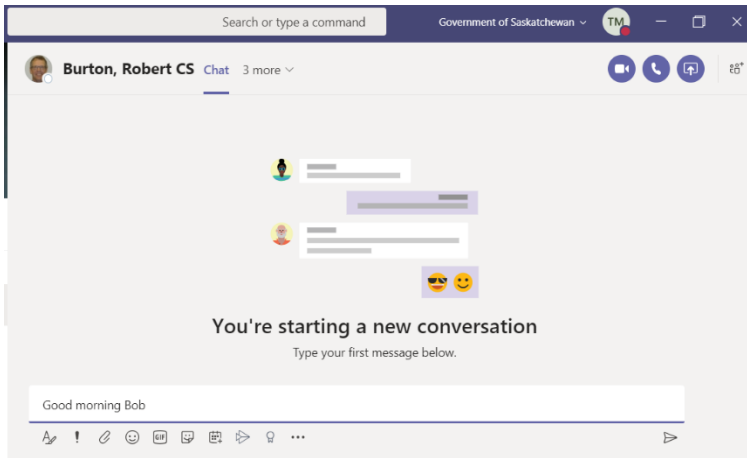
Last reviewed: April 2020

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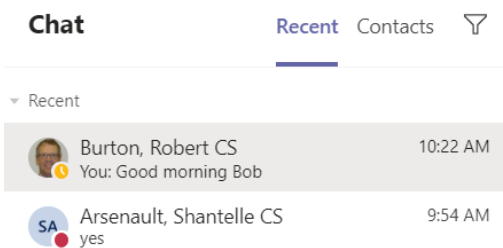
Start typing the person's name and select it from the list presented



Start typing a message to the person in the bottom of the window.

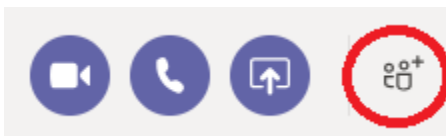


You will see this chat in your left navigation to respond, refer to and continue in the future.



2. How do I add a new person to an existing chat?

At the top right corner of your screen, you will see the chat management toolbar. To add a new user, select the little "Add People" icon.



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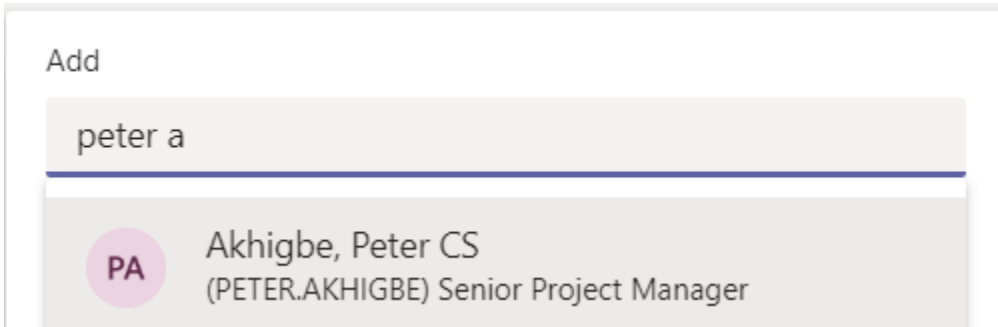
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Type the name of the person you wish to add and select it when it appears:



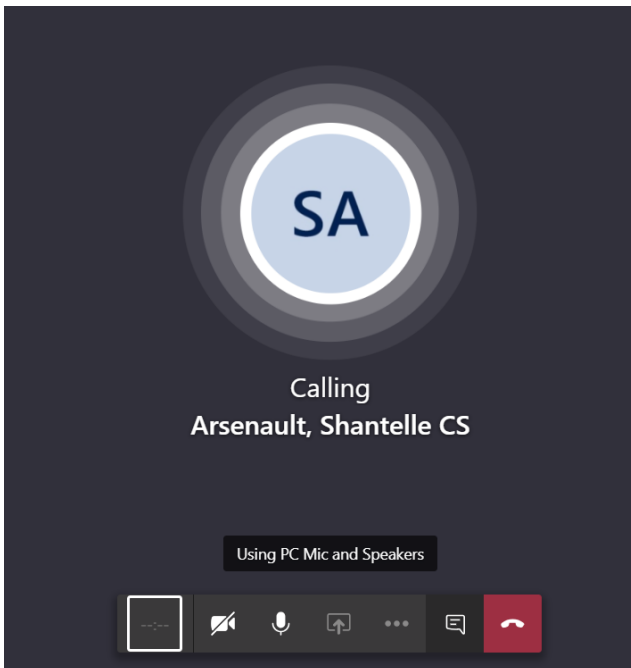
Both people are now part of the chat and all participants can see the entire conversation, even the previous discussions you had with this person before adding them to this chat.

3. How do I start an audio or video call in chat?

At the top right corner of your screen, you will see the chat management toolbar. To add audio or video to a chat with all participants, select the “Video Call” or “Audio Call” icon.



You will be presented with a screen showing the call connecting, and you will hear the call ringing.



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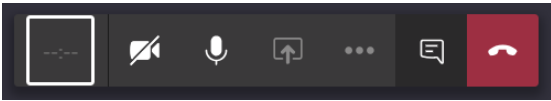
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Use the call management toolbar to manage audio and video options:



4. How do I share my screen with participants in a chat?

At the top right corner of your screen, you will see the chat management toolbar. To add screen sharing to a chat with all participants, select the “Share Screen” icon.



You will be presented with options of what you wish to share with this audience. Select one of the options provided.

NOTE: Selecting one of your desktops will share everything you see displayed on that screen, whereas selecting one window will only share the contents of that window (document, browser, etc). Be aware what you are sharing with others.

