



Chat and Video Call with Teams

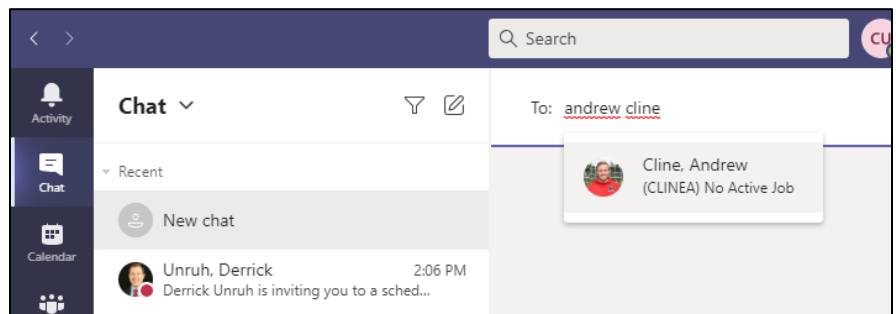
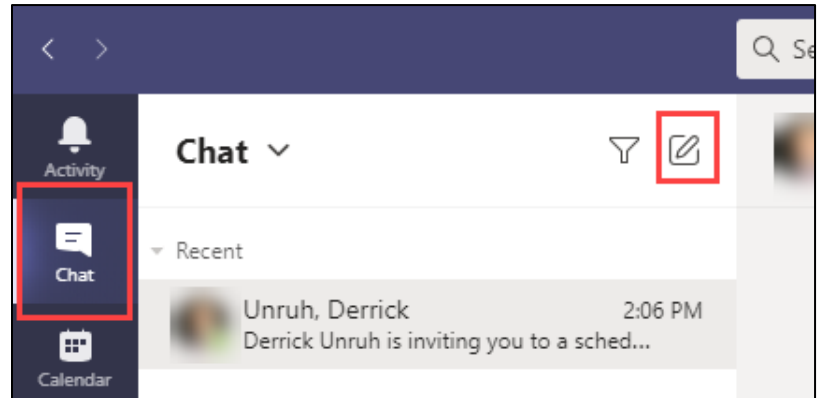
Department of Technology

Teachers and students can chat and video call each other individually or as part of a small group through Microsoft Teams. Teams is available both online through Office 365 and as an app in Windows 10.

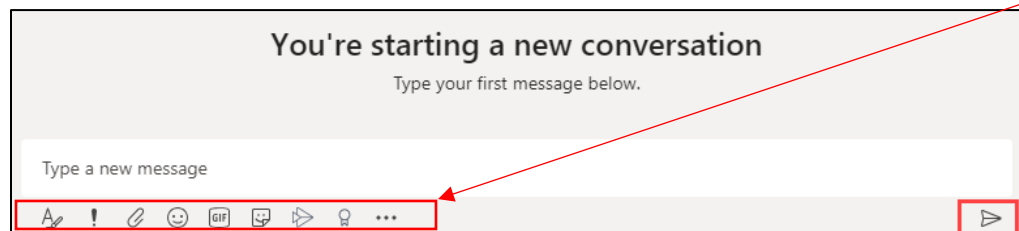
Starting a Chat

1. Open the Teams app.
2. Click the **Chat** tab on the left.
3. Click the **New Chat** icon  to start a new chat. Any previous chats you've participated in will appear in the list.
4. Search for the teacher or student with whom you wish to start a chat. Click their name from the dropdown to add them to the chat.

You can add more people to this chat by searching and selecting their names.



5. Type your chat message and **hit Enter** or click **the Send** icon at the bottom right. The toolbar along the bottom will allow you to edit your font type/color, attach files, or insert emojis, gifs, and more.



Starting a Video Call

Once engaged in a chat, you will have the option to video call the other person or group. The video call icon will appear at the top right.



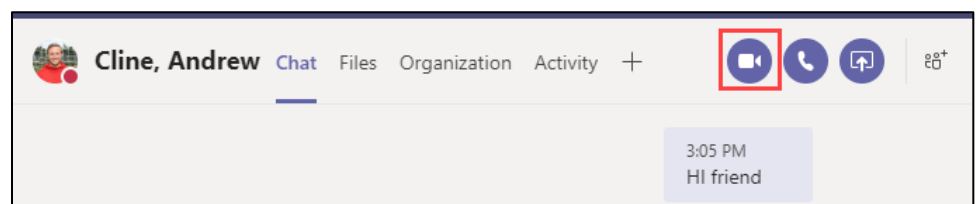
Video call



Audio-only call



Share Screen (without calling)

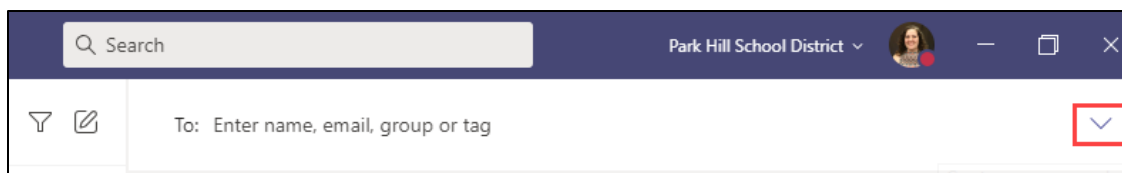


Group Chats

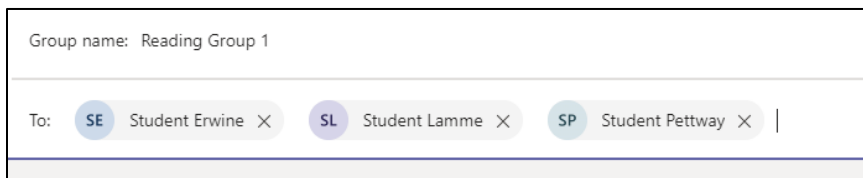
You can create a group when first starting a chat or add more people to an existing chat.

When creating a new chat:

1. Start a new chat and click the carat icon  next to the **To** box.



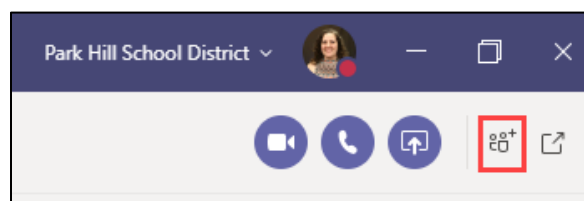
2. Enter a **Group Name**, then search and add all members to the group.



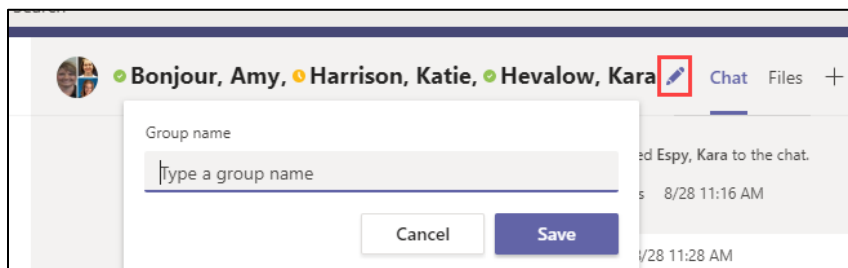
3. Send a message to start the chat. Chat groups automatically save and can be accessed through your regular chat history.

Create group from existing chat:

1. To add more people to an existing chat, click the **Add people** icon  at the top right of the chat window.



2. Once you have everyone added, their names will appear at the top of the chat. Click the **pencil icon**  next to the names to edit the group name.



3. Click **Save**.

Chat Options

To view options in a group or individual chats, open the **Chat** tab in Teams and hover over the chat in the left menu.

Click the three dots icon  to view chat options.

