

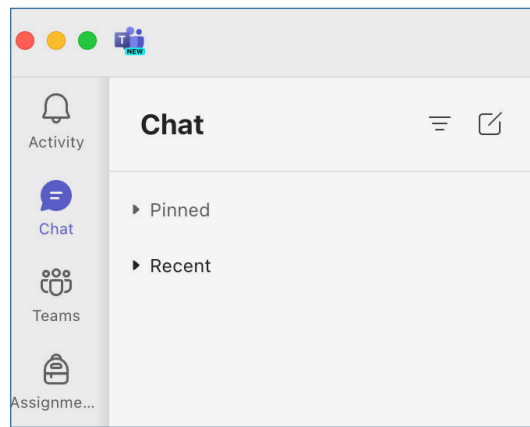
# Microsoft Teams: Chat and Instant Messaging

Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams is part of ODU's Office 365 and is available to all faculty, staff and students.

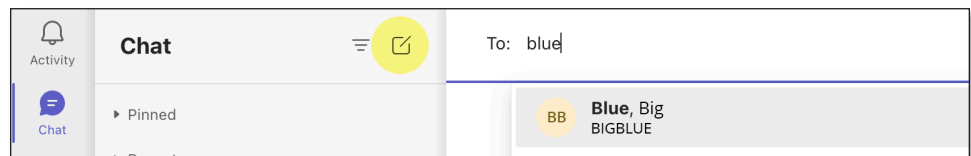
Teams is installed on all ODU-managed machines, and available on Windows, Mac, iOS and Android.

## Chat

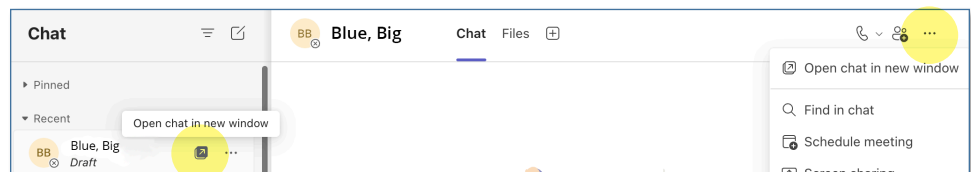
1. Find the Chat feature on the left side of the Teams window.



2. To start a new chat, hit the **New chat** button, then start typing a name into the **To:** field. Click on a name to start a chat with that person.

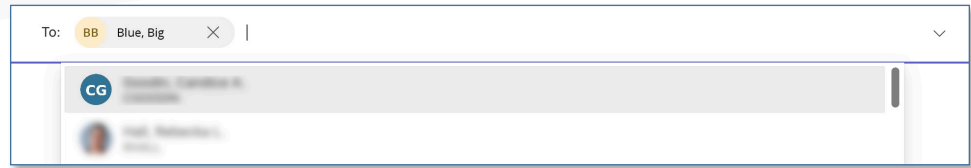


3. You can pop out a chat window and have several chats open at the same time. Click **Open chat in new window**, either in the Chat list on the left, or in the **...** menu in the top right of the chat window.

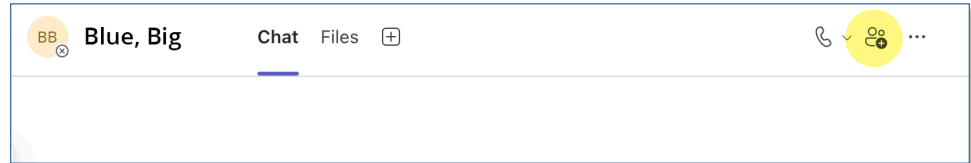


## Create a Group

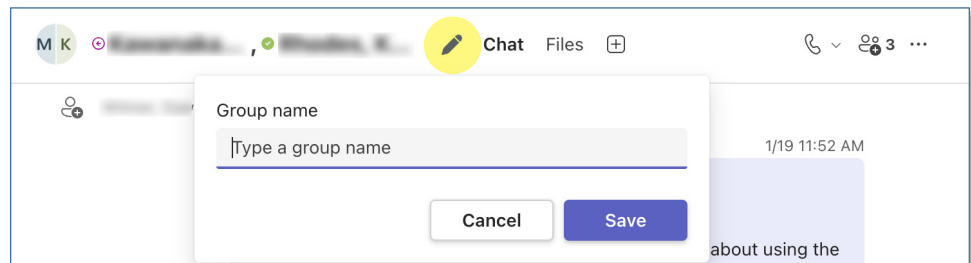
1. Create a group chat by adding more names in the **To:** field.



or click the **View and add participants** icon in the top right of the window.

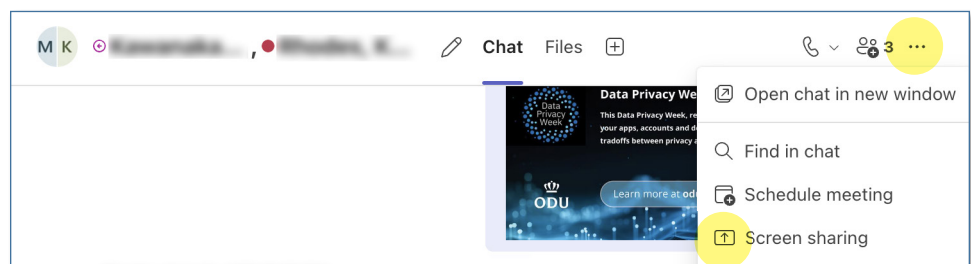


2. When you chat with more than one person, a pencil icon will appear next to their names in the chat window. Click the pencil to give your group a name, then click **Save**.

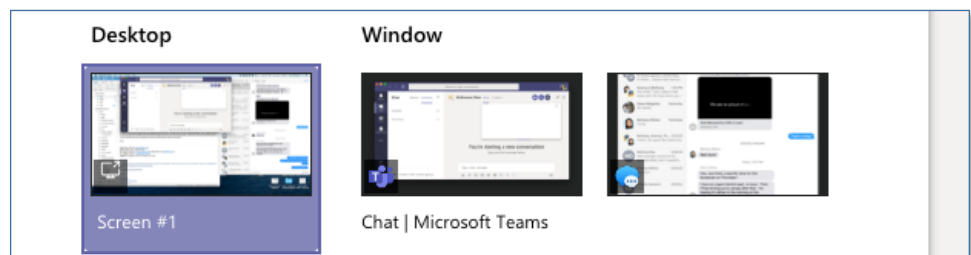


## Share your Screen

1. To share your screen in a chat conversation, click the **...** icon, then select **Screen sharing**.



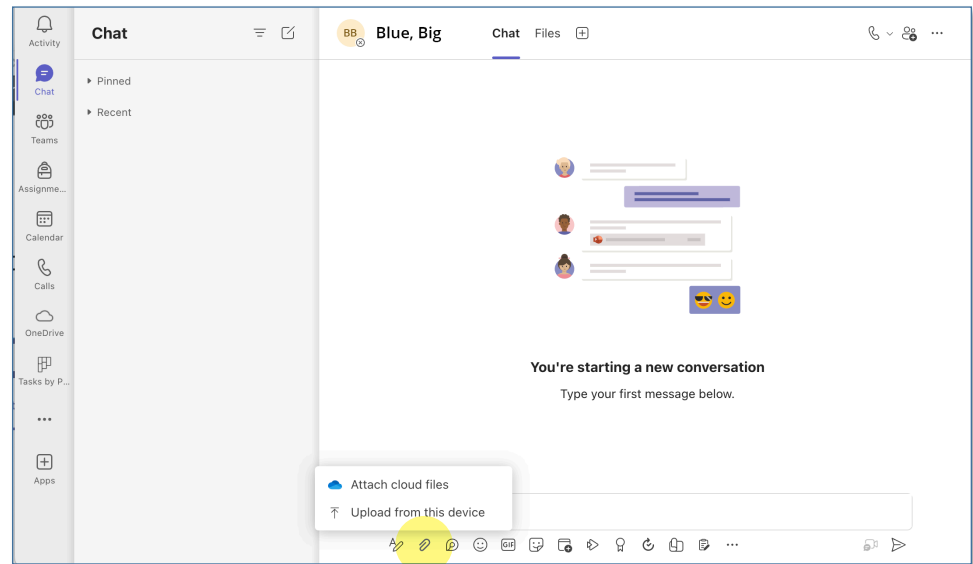
2. You'll see a selection of open windows or applications on your computer. Choose which screen you'd like to share.



3. The person you are sharing your screen with will need to accept the invitation to view your screen. You can also share audio and video along with your screen.

## Share Files

1. At the bottom of a chat window, click the **paper clip** icon and choose whether to attach a file from OneDrive or from your computer.



2. Select a file to attach, and either continue writing a message or hit the send button in the bottom right corner.

