

Collaborate using chat on TEAMS

Learn how to collaborate using chat with other students on Microsoft Teams.



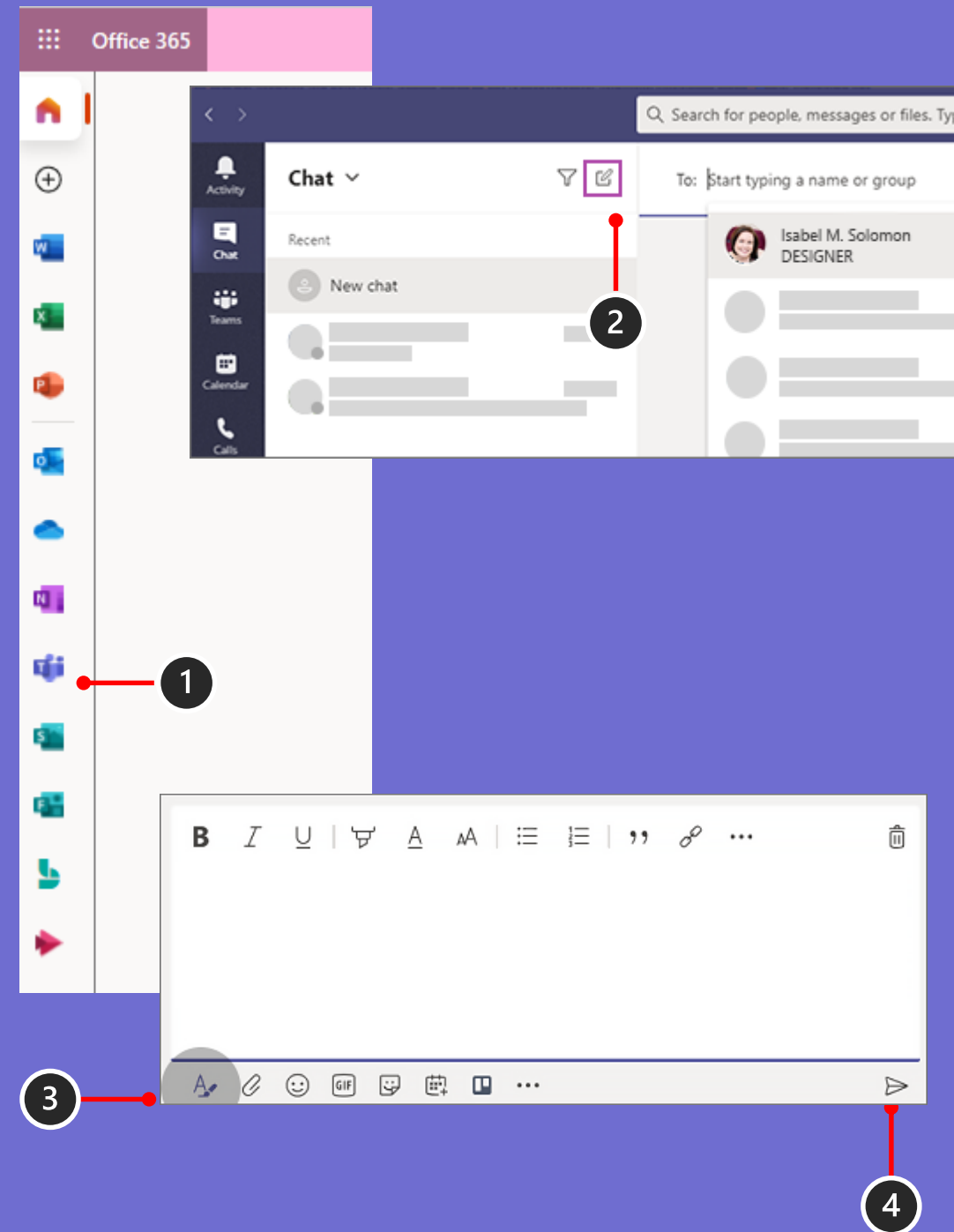
Chat with other students

Start chatting with other students on Microsoft Teams (MS) following these steps:

1. Log in with your uOttawa credentials to <https://portal.office.com/> and open the MS Teams.
2. Select the **New chat** icon at the top of your chat list.
3. Enter the person's name then compose your message in the box at the bottom of the chat.
 - To open your formatting options, select the Format icon beneath the box where you type your message.
4. Click on the **Send** icon to start the chat

You can also start a one-on-one chat from someone's profile card. Open it by clicking their picture in a channel or from a search.

Content Adapted from the [Microsoft Teams](#).



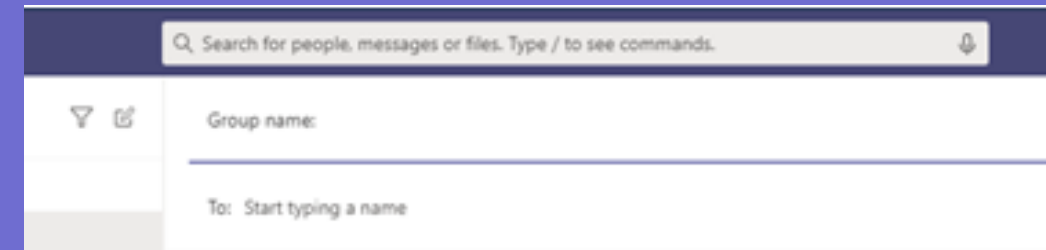
Start a group chat

Start a group chat the same way you would start a one-on-one chat. To add more people to the conversation follow these steps:

1. In the **To** field, type the names of the people you'd like to add to the chat.
 - You can include up to 100 people in a group chat.
2. Click the **Add people** icon, type the names of the people you'd like to chat.
3. Select how much of the chat history to include, and click Add.

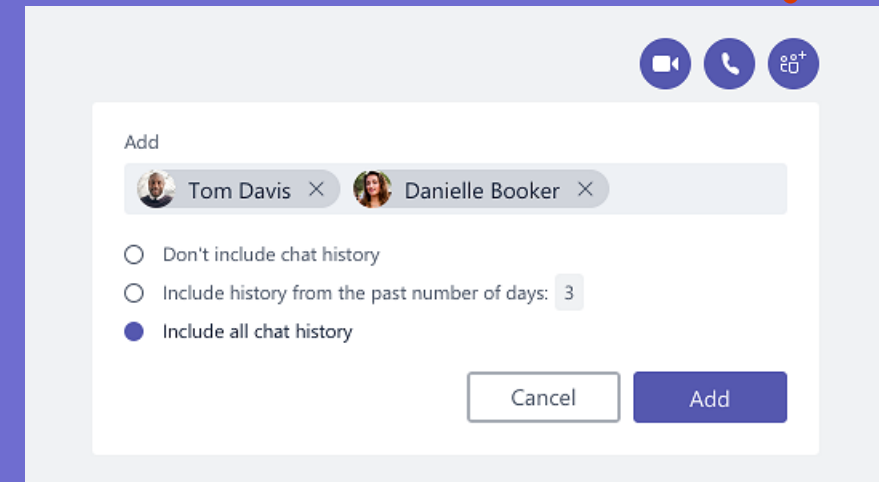
When adding someone to a group chat (not a one-on-one), you can include the chat history.

Content Adapted from the [Microsoft Teams](#).



1

2



3



Get started with Teams

To know more about Teams read the [Microsoft Quick Start Guide](#) or send your questions using TEAMS in the subject line to asupp@uottawa.ca.