## Microsoft Teams Chat Job Aid



Pin a Chat	Hiding a Chat
To keep a chat at the top of your list, you can Pin it.	Hiding a chat will remove any chat from your chat list.
1. Locate the <b>chat</b> to pin	1. Select the <b>chat</b> from your chat list.
<ol> <li>Select its' More options menu</li> <li>Select Pin</li> </ol>	2. Select More options ···· 3. Select Hide
J. Jelett III	5. Sciect mile
<b>Tip:</b> You can remove a pin using Unpin from More options	<b>Note:</b> Chats are listed again if the person's chat you hid mossages you
Muto a Chat	Unhido a Chat
<ul> <li>Stop receiving notifications from a chat using Mute.</li> <li>1. Select the chat from your list.</li> <li>2. Select More options &gt; Mute</li> </ul>	<ul> <li>Use Unhide to view a hidden chat.</li> <li>1. Use Search at the top of Teams.</li> <li>2. Enter the name to search for and select it.</li> <li>3. Select the Show hidden chat history</li> </ul>
Unmute the chat at any time using <b>More</b>	option.
Options > Unmute.	
Mark a Chat Unread	Discard a Chat
later by marking it unread.	Remove an unsent chat by using Discard.
<ol> <li>Select the More options ***</li> <li>Select Mark as Upread</li> </ol>	<ol> <li>Select More options from the chat</li> <li>Select Discard.</li> </ol>
The chat will now be holded in your chat	
list	
<b>Note:</b> You can also mark a chat as Read	
using <b>More options &gt; Mark as Read</b> .	
Schedule a Chat Message	
Within an existing chat, messages can be sch	neduled.
1. In the <b>Type a message</b> section, select	:t +
2. Choose <b>Schedule message</b>	
Send this message or	1
Thursday, October	24 📰
8:00 AM	$\sim$
Continu	e
3. <b>Change the date</b> by selecting the cal	endar and <b>choose a new time</b> from the
4 In the Type a massage field the school	dula appears above the message
4. In the Type a message new, the sched	aute appears above the message.
Select Send to deliver on Thursday, Oct 24 a	t 8:00 AM 🗸
Type a message	

v......

5. Use the drop-down menu to update the schedule or cancel.

Delivery Options	Schedule Meeting
Set the Delivery Options of a message	Create a meeting from within a chat
1. Select + in the <b>Type a message</b>	1. Select + in the <b>Type a message</b> field
field	2. Select Schedule Meeting
2. Select Set delivery options,	3. Use the <b>New</b> meeting window to
Standard is the default option	create a new meeting.
3. Select <b>Important</b> to add ! to the	
message	
or	
4. Select <b>Urgent</b> to have the recipients	
notified every two minutes for 20	
minutes.	
Group C	hats

Group	chats are an efficient method of disc	ussing a topic, sharing files, and retaining
Creat	e a Group Chat	Change an Individual Chat to a Group
Gicau	c a droup chat	Chat
1.	Start a new chat	1. Select an individual chat.
2.	Add the needed people in the <b>To</b>	2. Select <b>Start a Group</b> chat to the left of
	field.	More options.
3.	Use the right drop-down arrow to	3. <b>Enter</b> the names or email addresses.
	access the <b>Group name</b> field.	4. Select <b>Create</b>
4.	Create a <b>Group name</b>	
5.	Enter your message at the bottom	<b>Note:</b> If there are fewer than three people
C	of the window.	in an existing chat, a new chat will be
b.	Send the chat	created.
Additi	eople to an Existing Chat	ng group chat at any time. You can coloct the
amoiii	nt of chat history new narticinants ca	n view
1 1	Open the Group Chat	11 VIC VV.
1.	open the droup that	
2.	Select the <b>People</b> icon in the	upper right-hand corner
3.	The list of current participants displ	avs
4.	Select Add	
	Add Enter a name	email or tag
	Include histo	ory from the past number of days: 1
	O Include all c	that history
		Cancel Add
_		
5.	Enter the name or email of the perso	on you want to add
6.	Select how much, if any, chat history	the new participants should view
	<ul> <li>Don't include chat his</li> <li>Enter a number in Inc</li> </ul>	tory
	<ul> <li>Enter a number in inc</li> <li>Include all chat histor</li> </ul>	nuce history from the past number of days
7	Select Add	y
Menti	on	Leave a Group Chat
When	you need to call someone's	You can leave a group chat and all messages
attent	ion to a chat, use a @Mention.	you sent will remain.
1.	Type @ in the message field to	1. Open the Group chat that you want to
	bring up the chat participants	leave
2.	Select the needed <b>name</b> then begin	2. Select More options
	your message.	3. Select Leave.
3.	Send your chat.	

Two methods exist for sharing files in a chatCollaborate using the Loop component for co-authoring, brainstorming, or managing a project providing all chat participants with the ability to edit the message.Attach Fileproject providing all chat participants with the ability to edit the message.3. To access additional files, select Upload from this device.Pole in Type a message.4. Select a file to add in the Type a message field.Select 15. Add any additional text and select Send.Add a Table, Bulleted list, Checklist, Task List, Voting table, or Numbered list.5. Add any additional text and select Shared.Select More options to view additional items to add to the chat.1. In the chat, at the top of the window, select Shared.Note: Chat participants can click into the message to edit with suggestions that appear in real time.2. A list of the current files appearsNote: Chat participants can click into the message to edit with suggestions that appear in real time.
<ul> <li>Attach File</li> <li>Select +</li> <li>Select Attach file, the three last accessed files appear</li> <li>To access additional files, select Upload from this device.</li> <li>Select a file to add in the Type a message field.</li> <li>Add any additional text and select Send.</li> <li>Shared <ol> <li>In the chat, at the top of the window, select Shared.</li> <li>A list of the current files appears</li> <li>Select <sup>↑</sup> upload and choose between</li> </ol> </li> <li>Note: Chat participants can click into the message to edit with suggestions that appear in real time.</li> </ul>
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<ul> <li>Attach cloud mes</li> <li>Unload from this device</li> </ul>
- Opioad from this device
Call Chat Particinants Find in Chat
Turn a chat into a meeting with a video or Use the Search har at the top of Teams to
audio call
For a Group chat call
1 Select the dron-down menu to Files
the right of Meet Now in the upper
right-hand corner
2. Select either video or audio call
<b>Note</b> : Up to 20 participants can be on
a call.
For an individual chat call
1. Select the drop-down menu to the
right of §
2 Select either a Video call or
2. Select ettiler a video call of
autio can
Notify When Available Set Your Availability
Notify When AvailableSet Your AvailabilityStay up to date when someone's statusTeams will display your availability based
Notify When AvailableSet Your AvailabilityStay up to date when someone's status changes with Notify when available.Teams will display your availability based on your Outlook Calendar but can be set
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