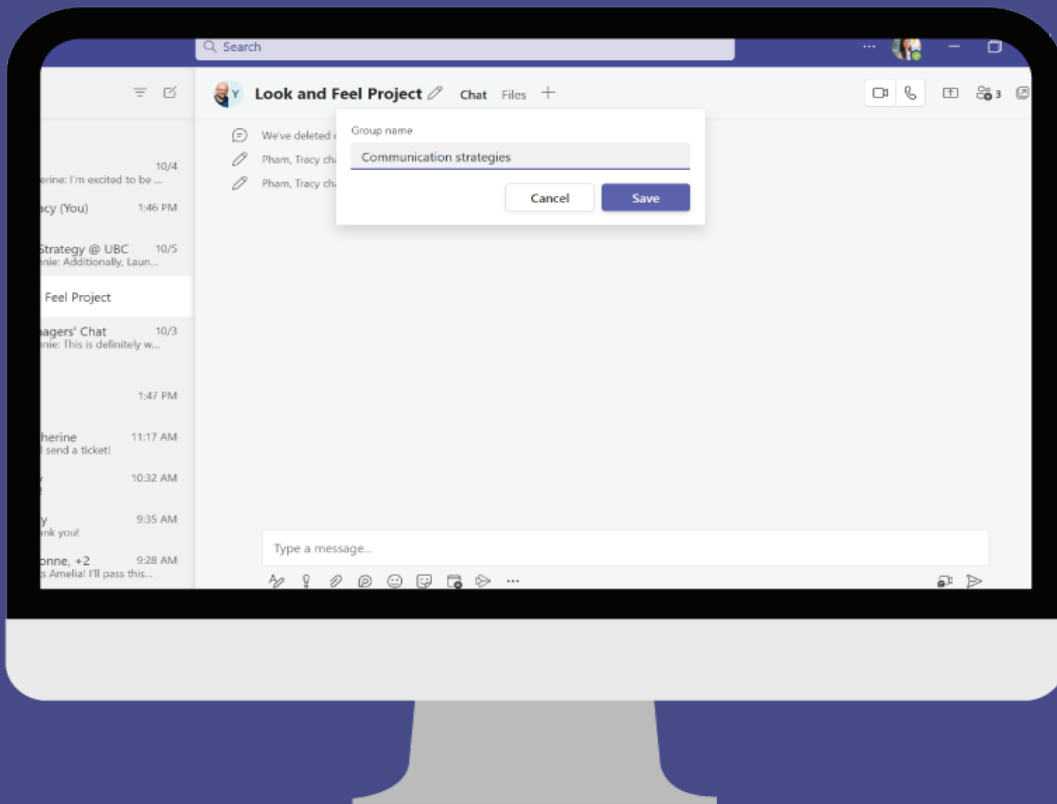




Group conversations gone virtual



Creating and renaming group chats:

- 1 In the 'Chat' tab, select the pencil icon  to create a new chat
- 2 In the To field near the top, type in the names that you would like to add to the group chat
- 3 Hit 'Enter' on your keyboard to create the group chat
- 4 Rename the group chat by selecting the pencil icon  next to the names of the group chat members
- 5 Type in the name of the group chat and select 'Save'

Learn helpful tips and how to best adapt MS Teams to your needs!
communications.vpfo.ubc.ca/ms-teams