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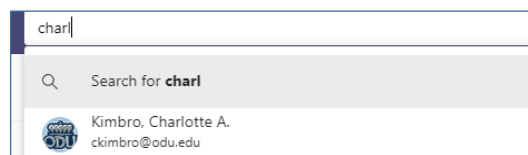
Teams is installed on all ODU managed machines, and available on Windows, Mac, iOS, and Android.
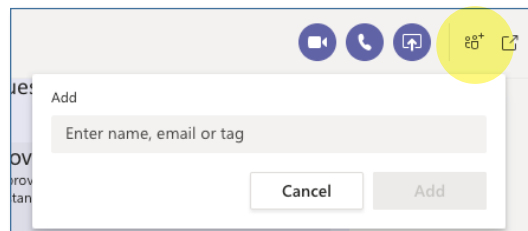
Chat

1. Find the Chat feature on the left side of the Teams window.
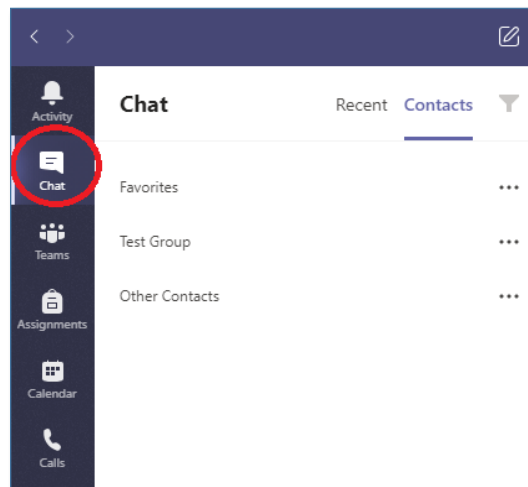
2. To start a new chat, start typing a name into the search bar. Click on a name to start a chat with that person.

3. Create a group chat by clicking the **Add people** icon in the top right of the screen. Type in another name and click **Add**.
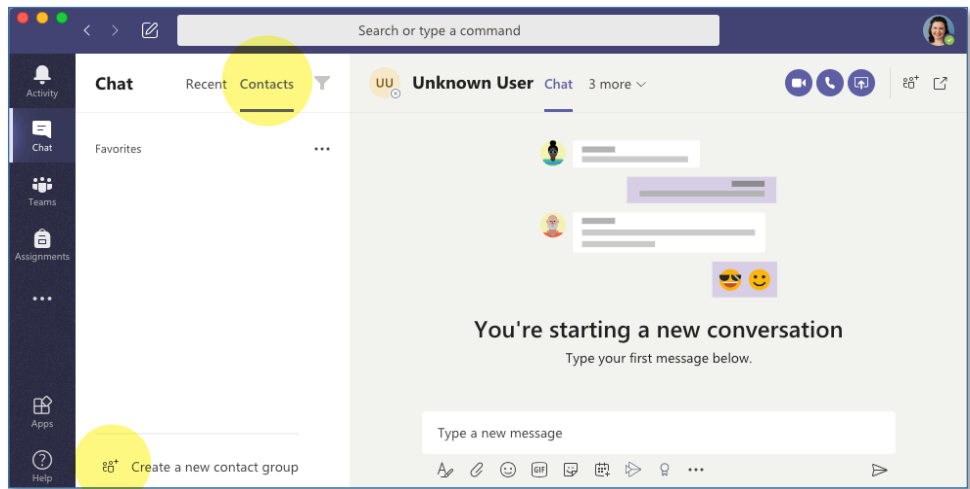
4. You can pop out a chat window and have several chats open at the same time. The **Pop out chat** icon is in the top right of the chat window.
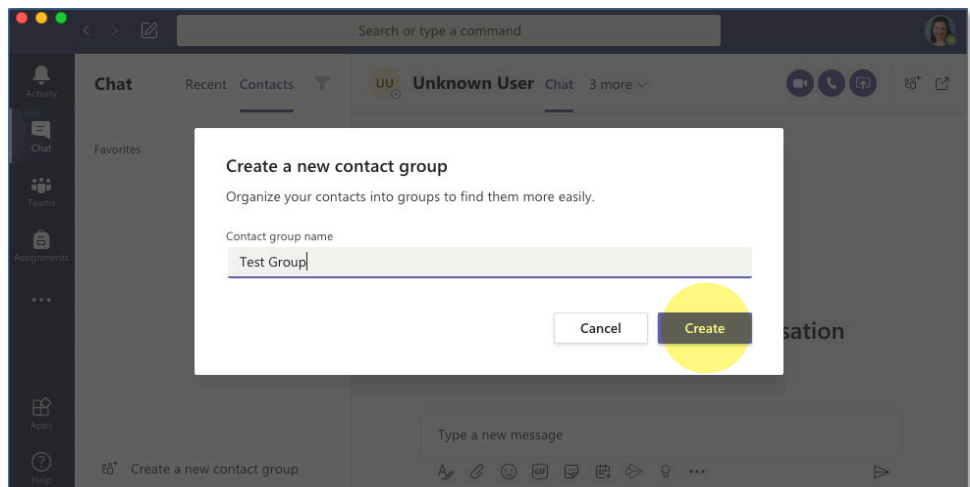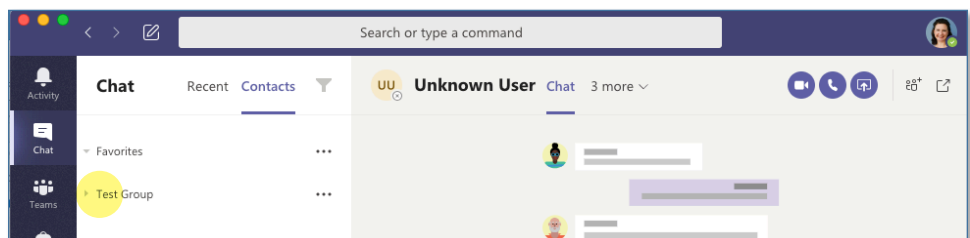

Create a Contact Group

1. In the Chat area, click on the **Contacts** tab. At the bottom of the window, click **Create a new contact group**.

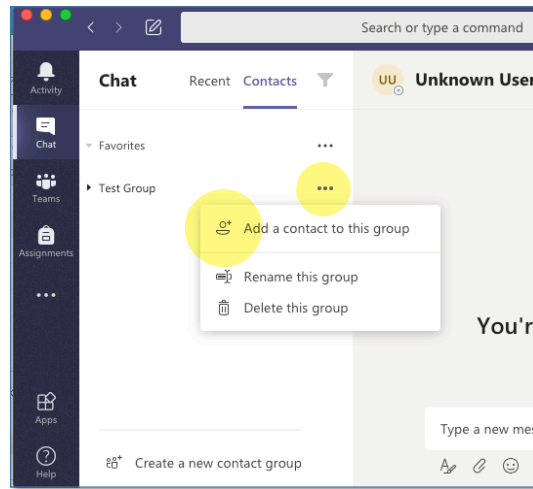2. Create a name for your group, and click **Create**.

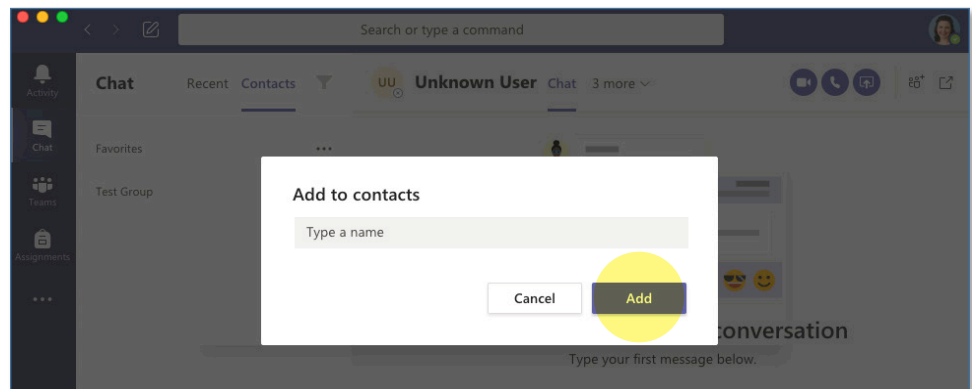3. Your new group will show up under your contacts.

Add a New Contact to a Contact Group

1. In the Chat area, click on the **Contacts** tab. Click on the three dots next to a contact group, and click **Add a contact to this group**.
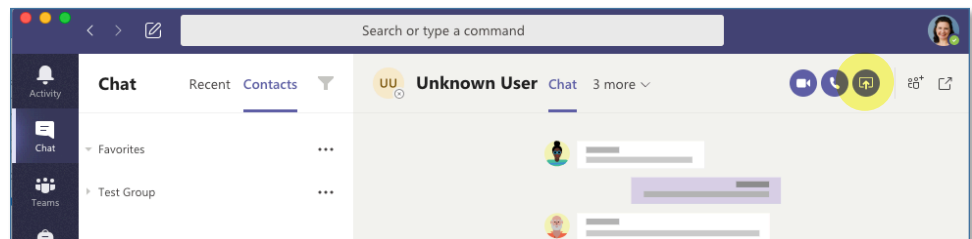

2. Search for a name, and when you find the person you're looking to add to the group, click **Add**.
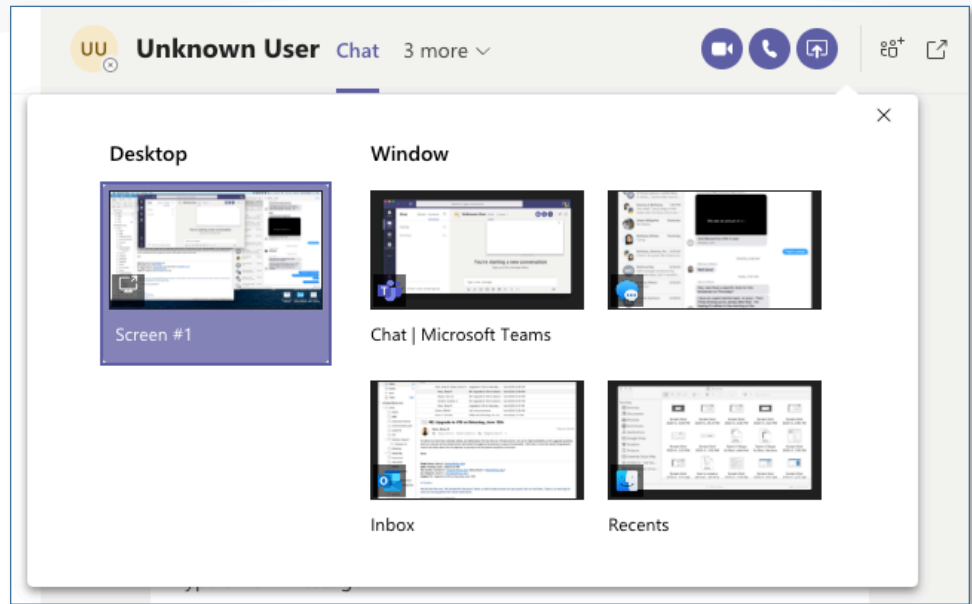

Share your Screen

1. At the top of every chat window, there are three icons in purple circles. The third button allows you to share your screen with the person (or people) in the chat.

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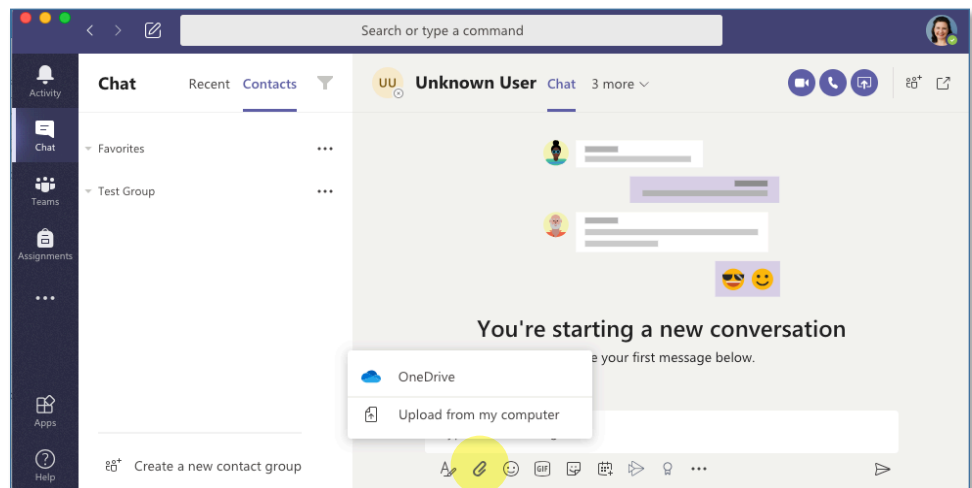
2. Select a file to attach, and either continue writing a message or hit the send button in the bottom right corner.