

# Chat and Meetings in Teams

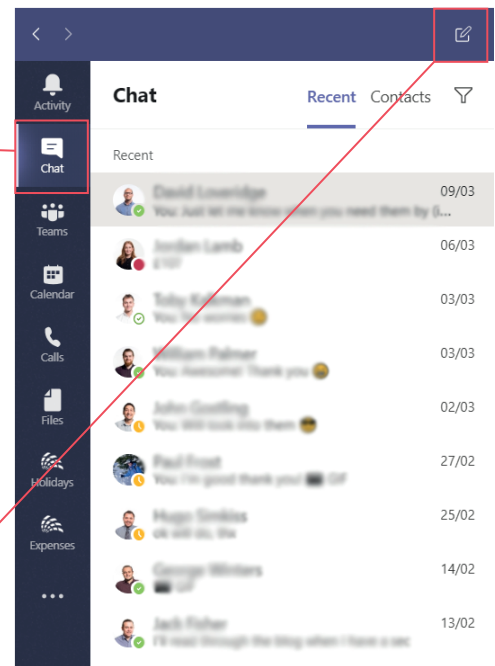
## Chat

Within the Teams application there is the Chat feature, accessed via the left menu bar.

This feature can be used as an instant messaging solution between colleagues and can be used in the following methods:

- One on one: This allows a private conversation between two people
- Group chat: A group can be created between 3 or more people

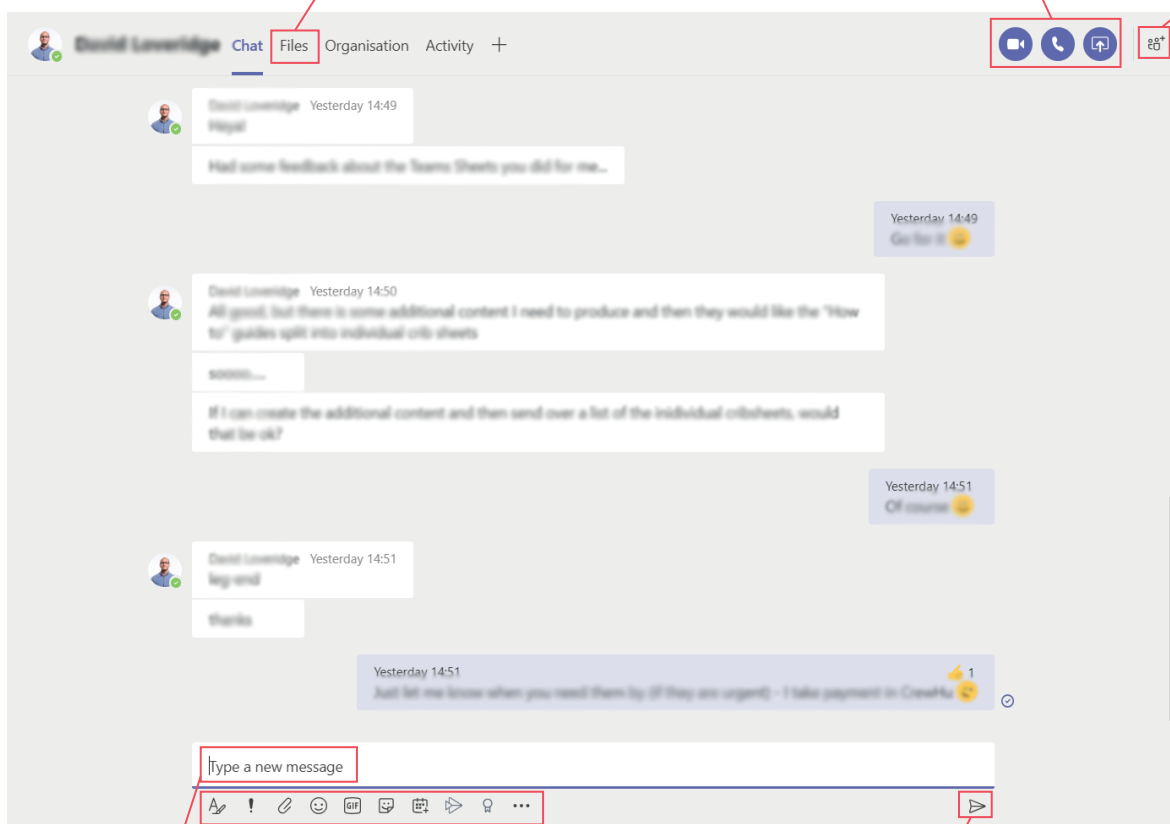
To create a new chat, you simply select the message icon at the top of Teams.



View files shared within the chat

Start a video call, audio call or screen share

Add others to the chat



Type your message here

Insert emoji's, GIFs, schedule meetings, send files and more

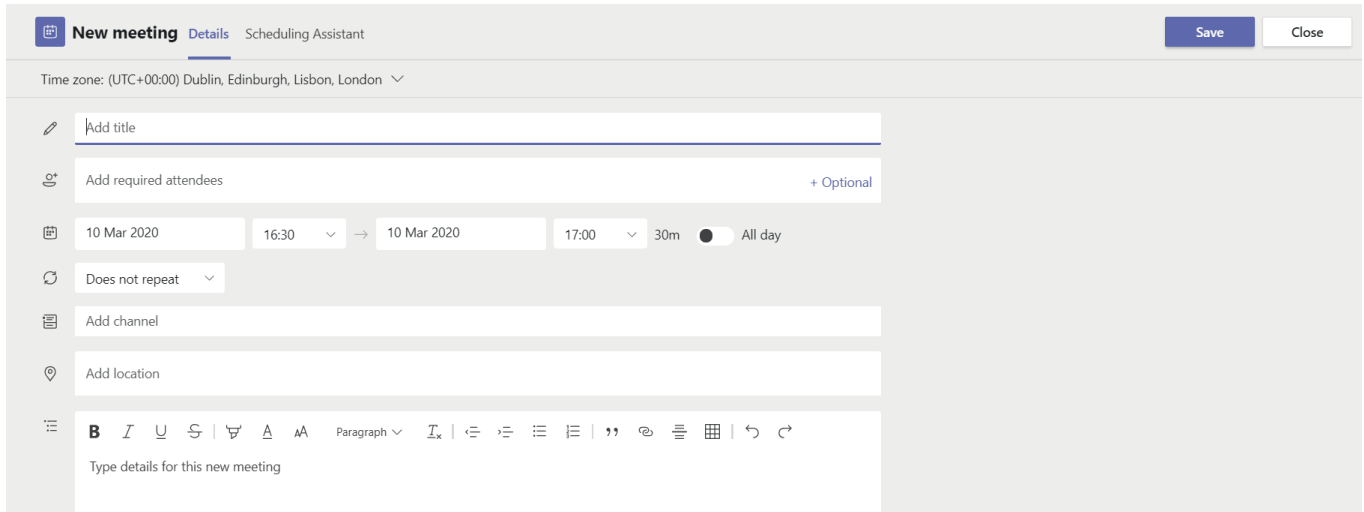
Hit enter to send your message or click here

# Chat and Meetings in Teams

## Meetings

Teams meetings are superseding Skype for Business. A Teams meeting will allow a user to communicate both internally and externally by video or voice call with many additional features being added.

You can schedule a meeting in any chat and use the scheduling assistant to compare calendars.



The screenshot shows the 'New meeting' dialog in Microsoft Teams. At the top, there are tabs for 'New meeting', 'Details', and 'Scheduling Assistant', with 'Details' selected. On the right side, there are 'Save' and 'Close' buttons. Below the tabs, the time zone is set to '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. The main form contains several fields: 'Add title', 'Add required attendees' (with a '+ Optional' link), a date and time selector (10 Mar 2020, 16:30 to 17:00, 30m duration, and an 'All day' toggle), a 'Does not repeat' dropdown, 'Add channel', and 'Add location'. At the bottom, there is a rich text editor with various formatting options (bold, italic, underline, link, unlink, text color, background color, paragraph, bulleted list, numbered list, indent, outdent, quote, insert link, insert image, insert table, undo, redo) and a text area with the placeholder 'Type details for this new meeting'.

When having a Teams meeting using voice or video call, there are a range of useful features you can use. Some that are currently available include:

- Screen Sharing; the ability to share your screen/specific application with meeting members
- Whiteboard
- File sharing
- Background Blur
- Plus more