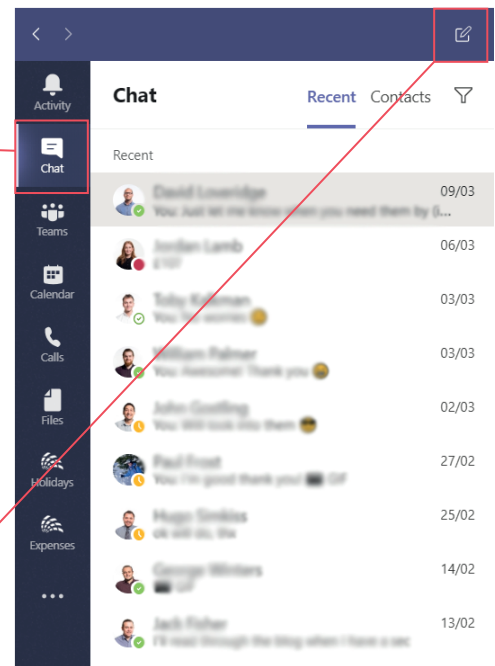# Chat and Meetings in Teams

## 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
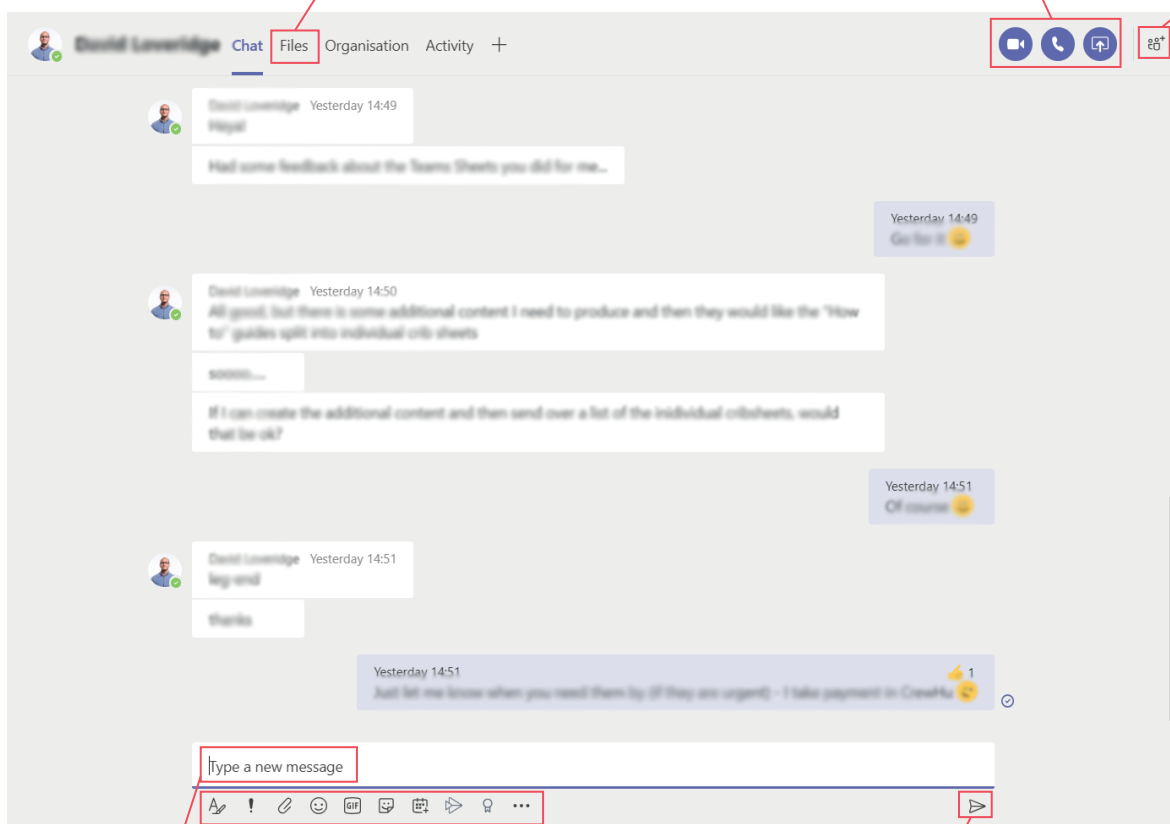• Group chat: A group can be created between 3 or more people

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

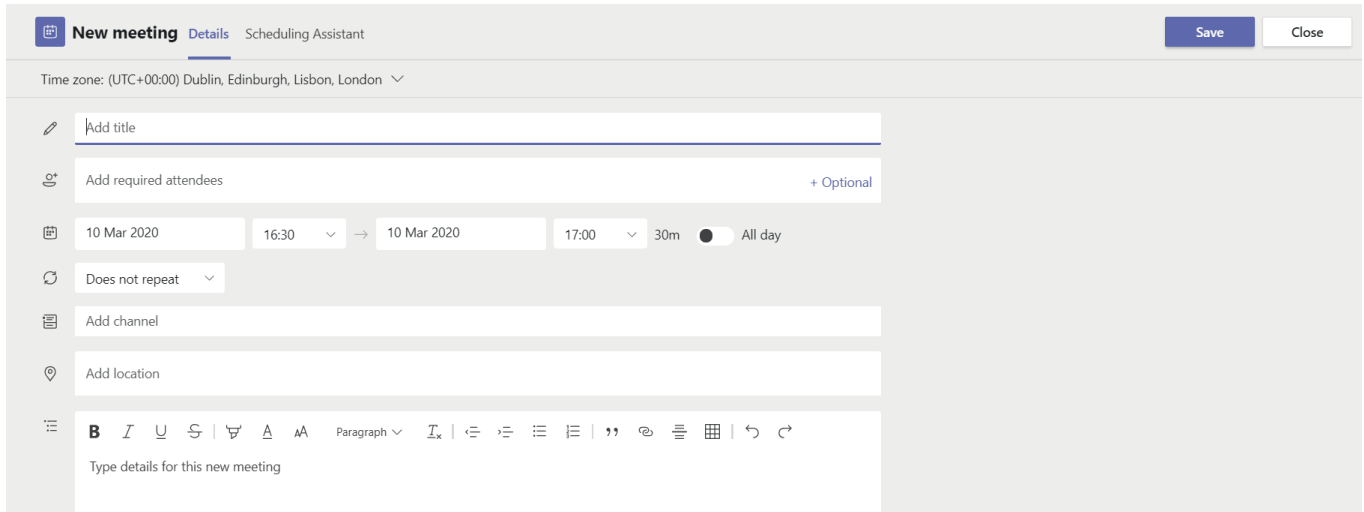Insert emoji's, GIFs, schedule meetings, send files and more

Hit enter to send your message or click here

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# 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.



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

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