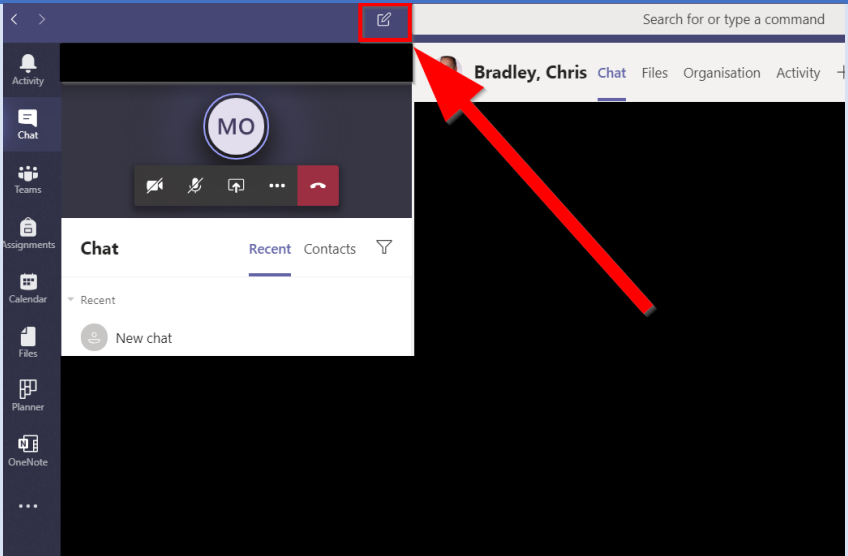
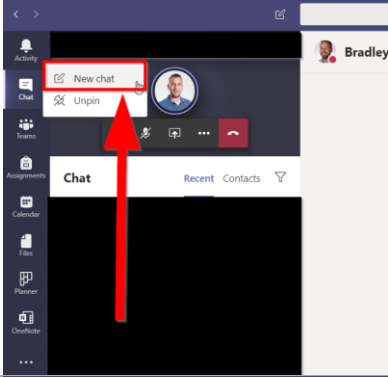
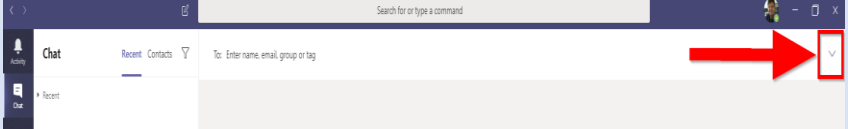


Creating Small Group Chats

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Creating your Chat Group	
<p>Create a New Chat by:</p> <p>Selecting the “New Chat” Icon</p> <p>OR</p>	
<p>Right Click the “Chat” Icon in the App Bar.</p> <p>Select “New Chat” to create a group chat prompt</p>	
<p>Select the drop-down menu icon to expand the following options:</p>	



1. Group Name:

- a. In this dialog you can give your Group chat a unique name to make it more easily locatable via the search options

2. To:

- a. This is where you enter those you wish to invite to the group chat

- b. You can use their email or address book name (last-name, first-name)

Note: You cannot paste in lists of names or mail addresses in this interface

From the main chat window once you click into the Message field the added chat members will be added

Group name: New Group Chat

1

To: Enter name, email or tag

2

To: osa

MO

Osadebe, Martin
(M.OSADEBE) Associate

OA

Alqurashi, **Osama**
(OA277) Undergraduate

OE

Erese, **Osazee**
(OE236) Undergraduate

Group name: New Group Chat

To: MO Osadebe, Martin X AB Bullard, Alex X LK Kent, Lawrence X

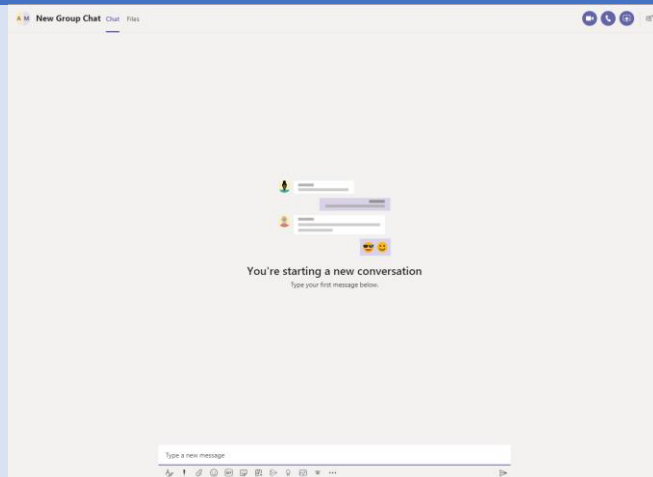
You're starting a new conversation
Type your first message below.



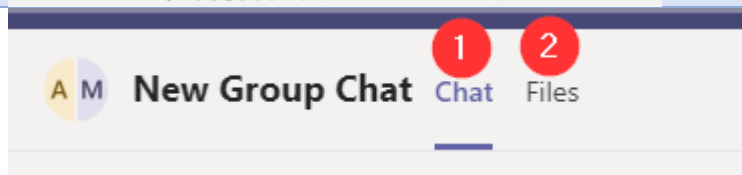
What can you do in the Group Chat

From the Chat Window you can:

- Attach documents to share
- Video Call
- Audio Call
- Screen Share (Inc. Presentations)
- Invite additional members to the chat



1. **“Chat”** – This takes you to the conversation window to display the full chat history
2. **“Files”** – Allows you to upload files to share in the chat group.



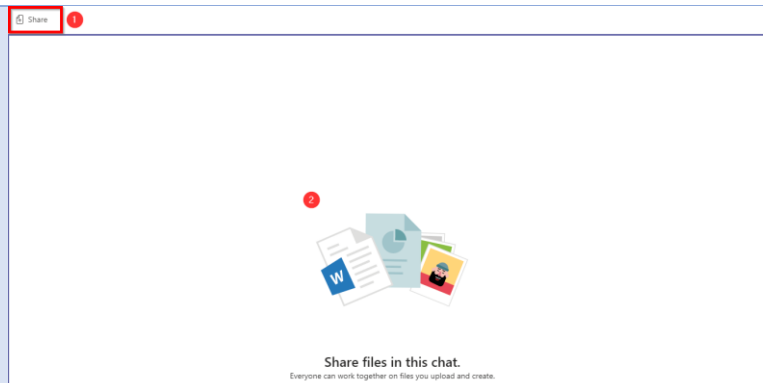
Selecting this opens a library store that only exists for this group chat.

You can drag documents directly in the store

Or

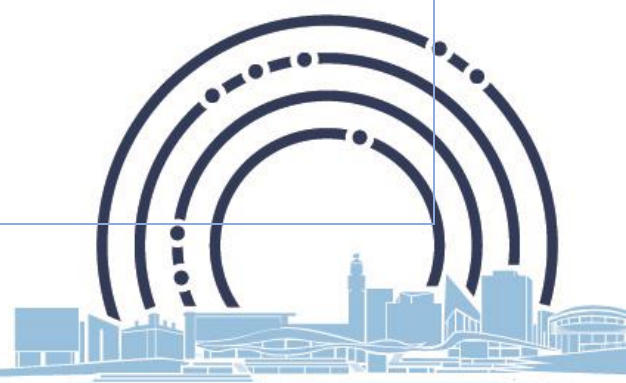
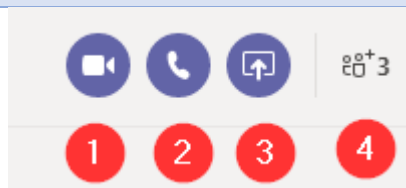
Click the Share Icon to:

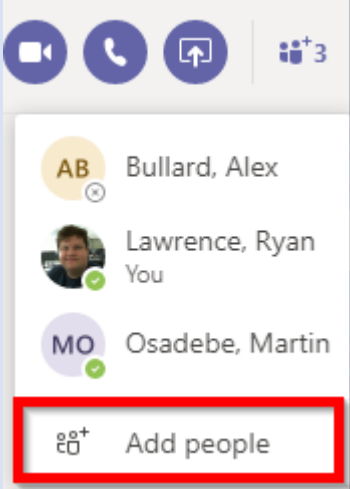
- Add from OneDrive
- Upload from Desktop



In the top right of the chat window you will also have the following icons available:

1. Video Call
2. Audio Call



<p>3. Screen Share 4. Add People</p>	
<p>If you select “Add People” you will be given a list of the current Group Chat members AND</p> <p>“Add People”</p>	
<p>This will enable you to invite additional people to the group chat.</p>	