Creating Small Group Chats

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| Creating your Chat Group |  |
| Create a New Chat by:  Selecting the “New Chat” Icon  OR |  |
| Right Click the “Chat” Icon in the App Bar.  Select “New Chat” to create a group chat prompt |  |
| Select the drop-down menu icon to expand the following options: |  |
| 1. Group Name:    1. In this dialog you can give your Group chat a unique name to make it more easily locatable via the search options 2. To:    1. This is where you enter those you wish to invite to the group chat |  |
| * 1. 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 |  |

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