
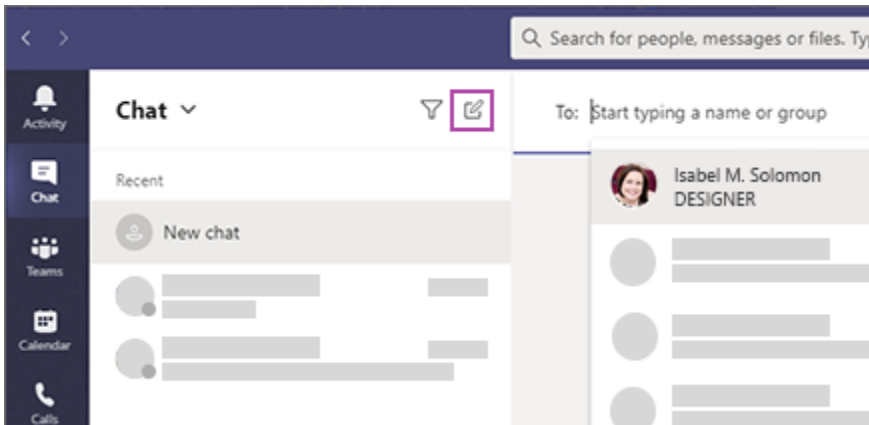




Start a Chat in Teams

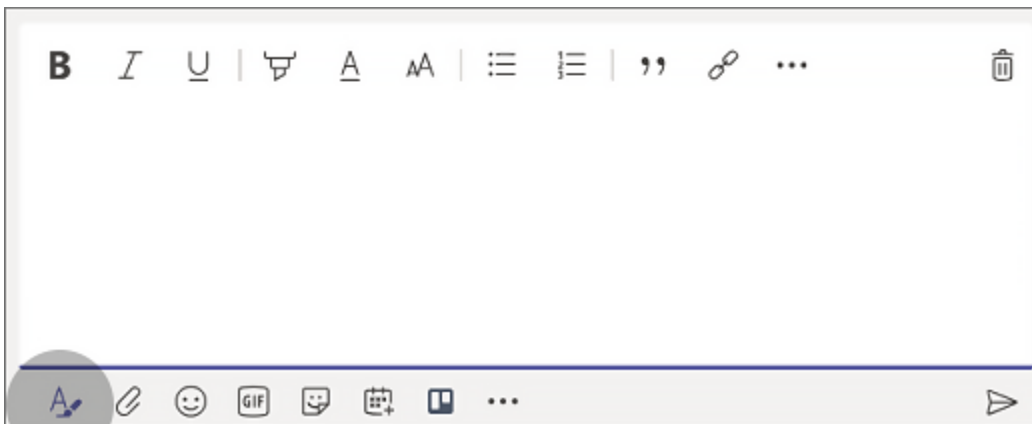
Microsoft Teams

You start one-on-one and group chats the same way: by selecting **New chat**  at the top of your chat list.



Start a one-on-one chat

Once you've selected **New chat**  and entered the person's name, compose your message in the box at the bottom of the chat. To open your [formatting options](#), select **Format**  beneath the box where you type your message.




When you're ready, select Send . This starts the chat.

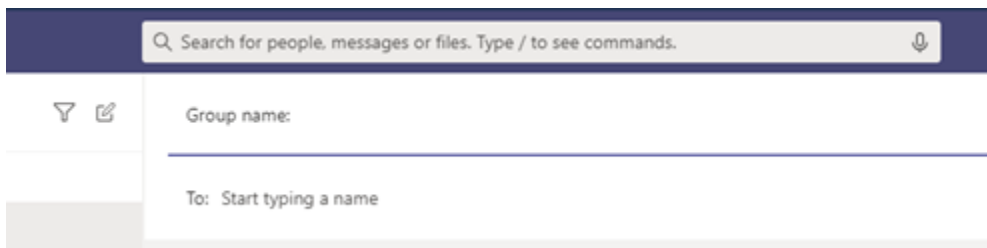
You can also start a one-on-one chat from someone's profile card. Open it by clicking their picture in a channel or from a search.

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Start and name a group chat

Start one the same way you start a one-on-one chat: select **New chat**  at the top of your chat list. Select the down arrow to the far right of the **To** field and type a name for the chat in the **Group name** field. Then, type the names of the people you'd like to add in the **To** field.




The screenshot shows the 'New chat' dialog box in Microsoft Teams. At the top is a search bar with the placeholder text 'Search for people, messages or files. Type / to see commands.' and a microphone icon. Below the search bar are two input fields. The first field is labeled 'Group name:' and has a blue underline. The second field is labeled 'To: Start typing a name' and also has a blue underline. To the left of the 'Group name:' field are two icons: a funnel and a pencil. The background of the dialog box is dark blue.

This starts a new conversation. Everyone who has access to the group chat can [send messages](#).

You can include up to 100 people in a group chat.

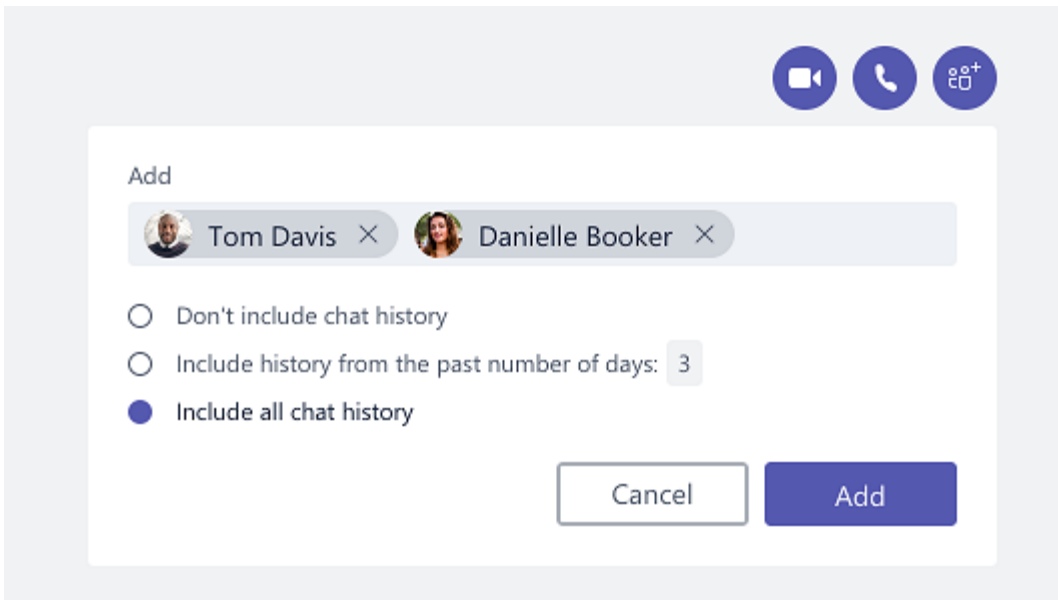
Add people to the conversation

To loop more people into the conversation, just click **Add people**  (or **View and add participants** in group chat) in the top right corner of Teams. Then, type the names of the people you'd like to chat with, select how much of the chat history to include, and click **Add**.

Note: When adding someone to a group chat (not a one-on-one), you can include the chat history.

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Teams will save the whole chat history, all the way back to the first message. And if someone [leaves the group](#), their chat responses are still there in your chat history.

See who's in a group chat

To see who's in a group chat, hover over the number of participants in the chat header to show a list of everyone's names.

