How to use chat groups in Teams
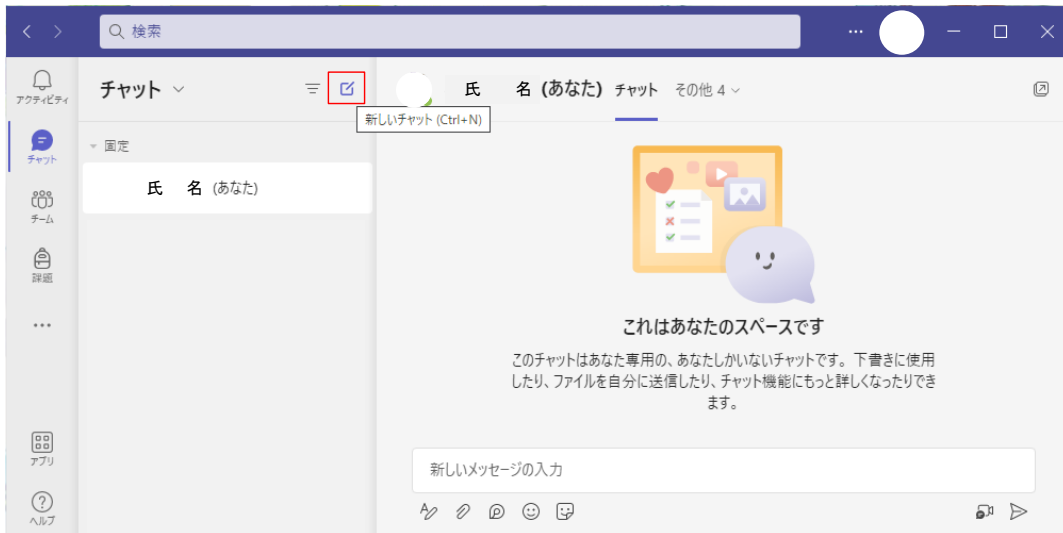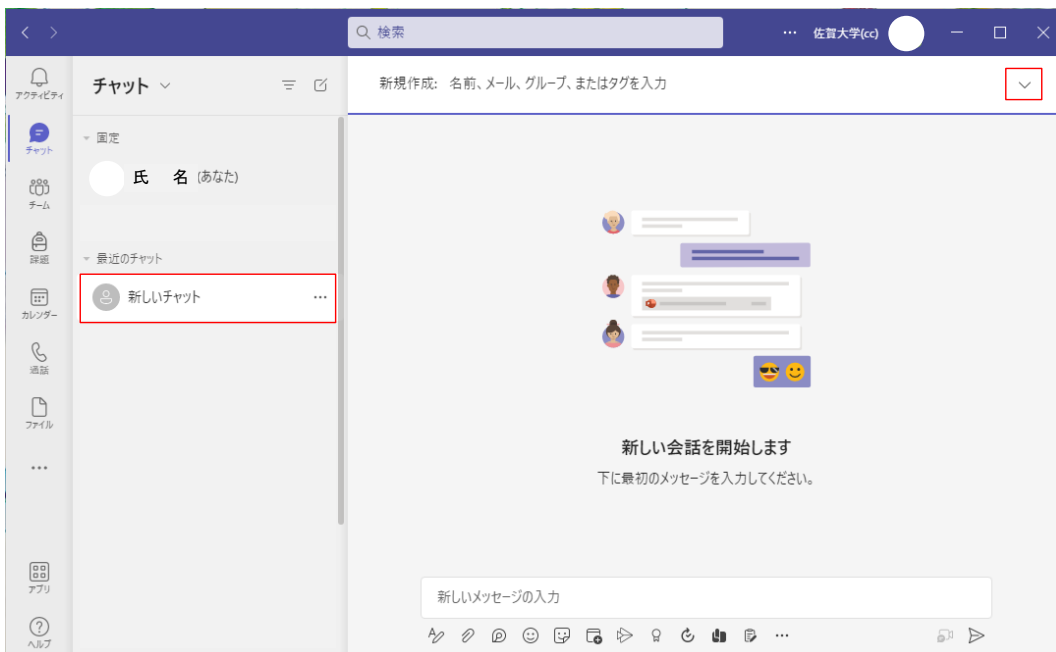
Teams chat includes the ability to create groups and chat, share files, etc. among members registered in the group.
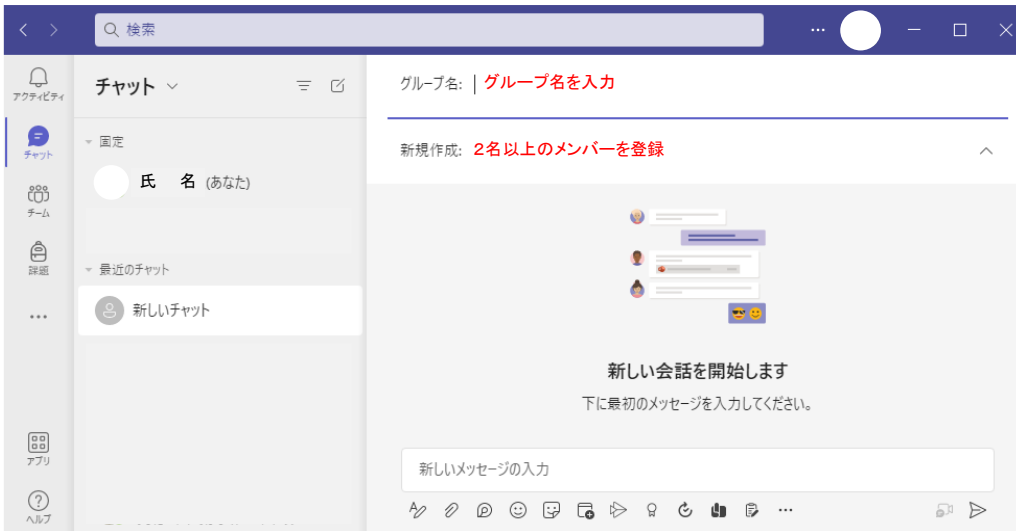
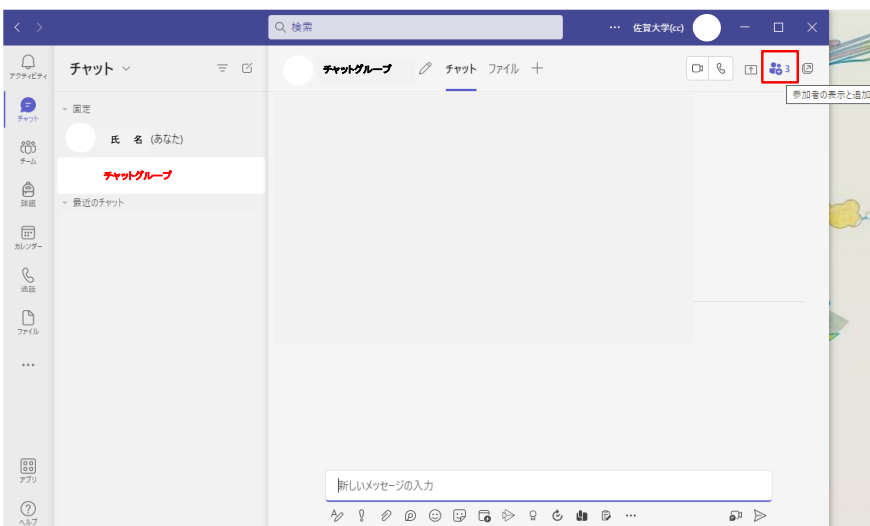● Click the Chat icon in Teams, then click the New Chat icon.

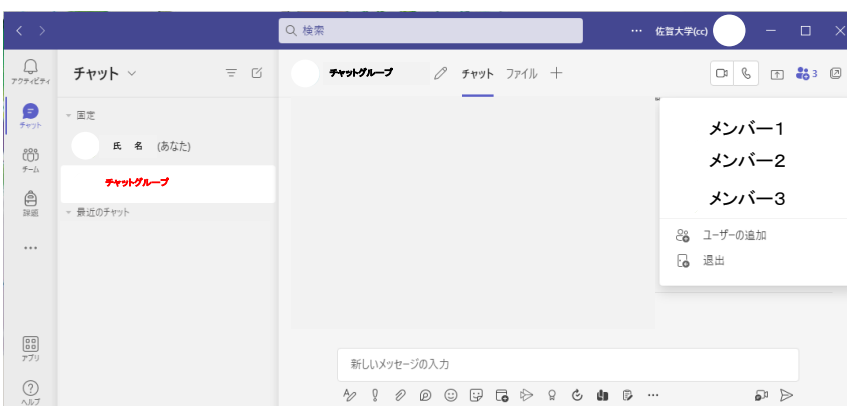● "New Chat" will be added, so click on "∨" under "Create New."

● Enter a group name in the "Group Name" field, register two or more members in the "New" field, and then start the chat.

- To add or remove members after the group is created, select the chat group and click on the "Viewing and Adding Participants" icon.


- To add a member, select "Add User"; to leave the group, select "Exit".

How to share (co-edit) files in a chat group

There are two ways to upload files to a chat group: by attaching a file to a chat message or by sharing a file in the Files tab.

●To attach a file in the chat, type your message in the "Enter new message" field, click the "Attach file" icon to specify the file to be attached, and then click the "Send" icon.
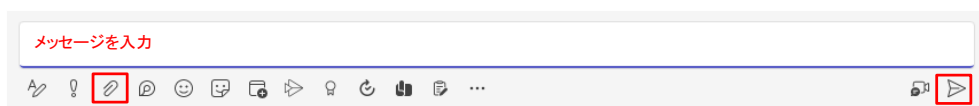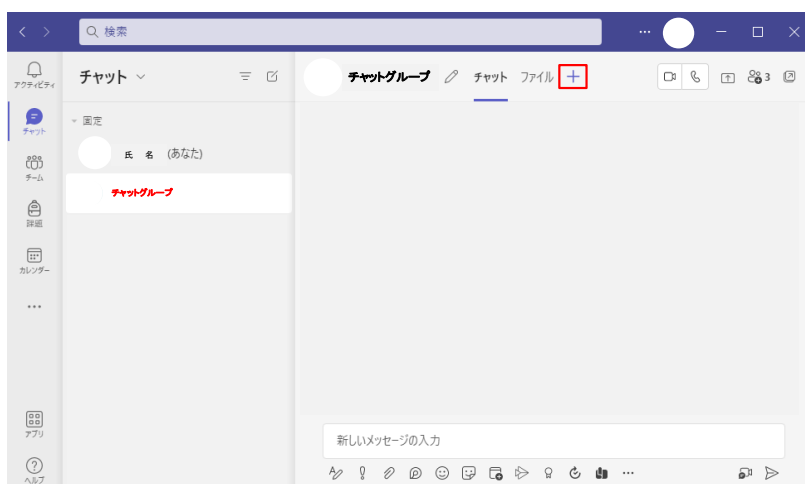

● To share a file in "File", go to the "File" tab, click "Share", and specify the file you want to share.
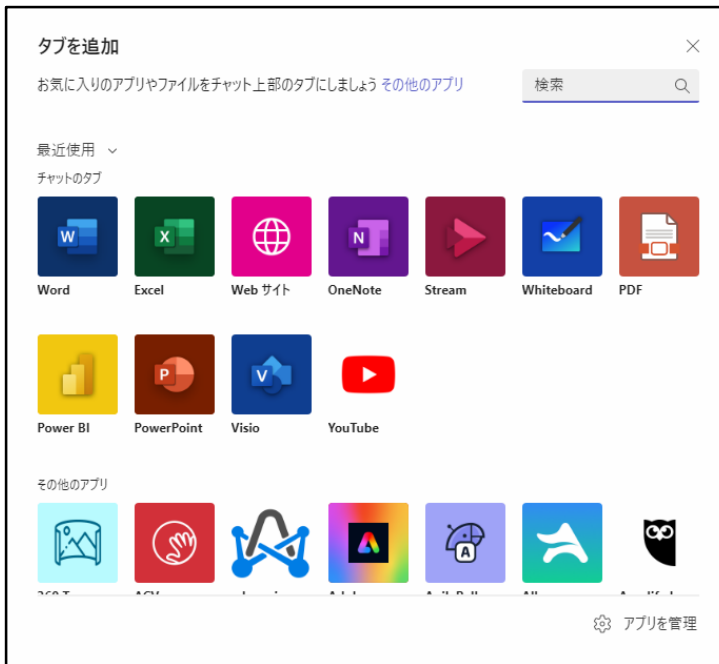

When a file is uploaded, a message is added to Chat with a file shared attachment.
Files are also displayed on the "Files" tab.

● To co-edit an uploaded file, click "+" (add tab).

- Select the app that created the file. For example, if the file was created in Word, choose Word.


- In the Select an Item section of the app screen, select My Files to open the Microsoft Teams Chat Files folder.
  Select the uploaded file and click Save.

- Then "File Name" will be added to the tab, and when you click on this tab, the file editing screen will appear and you can edit the file. When you are finished editing, click [Close].
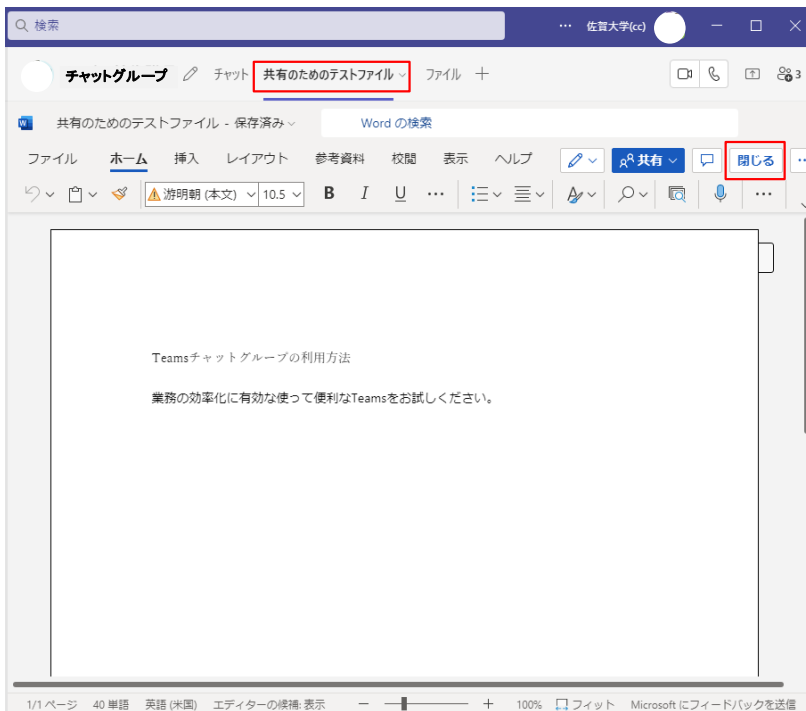
- When you are done co-editing a file and no longer need the "File Name" tab, open the file, click "∨" (tab options) on the tab File Name, and then click Remove in the menu.
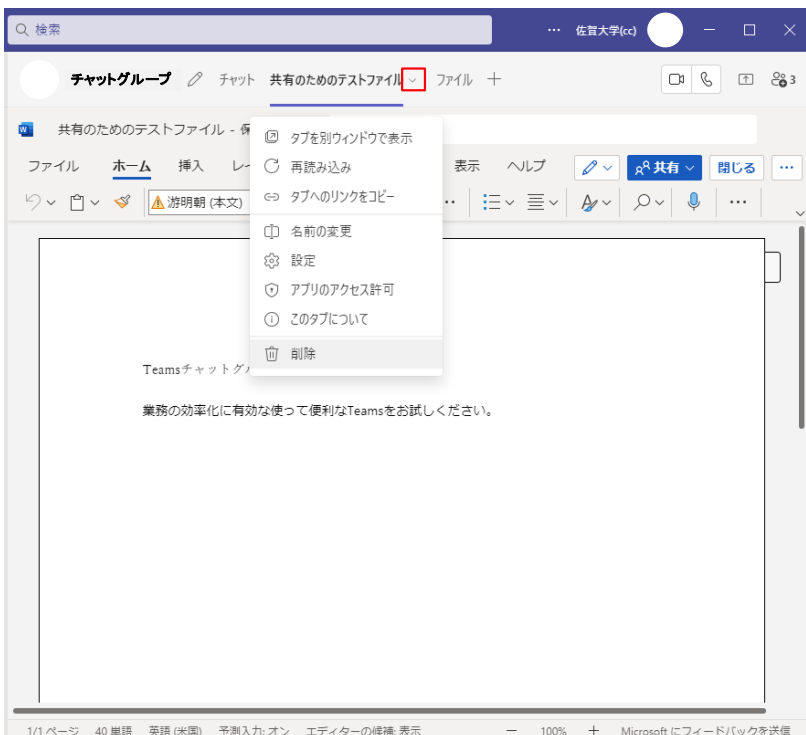
- If you want to download the edited file, open the Files tab, right-click the file, and choose Download.

チャットグループ ✎ チャット **ファイル** ∨ その他 1 ∨ ＋

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