Microsoft

Creating a Group Chat and Adding a OneDrive File

Quick Reference Guide

In Microsoft Teams, create a group chat by adding participants' names or emails in the chat section. Share files from OneDrive by clicking the attach icon, selecting OneDrive, and choosing the file to share with everyone in the chat.
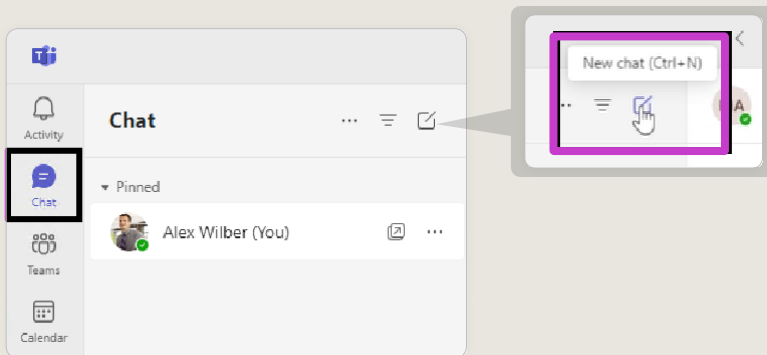
Part 1: Creating a Group Chat

Open Microsoft Teams

- Launch Microsoft Teams on your computer or through the web app.
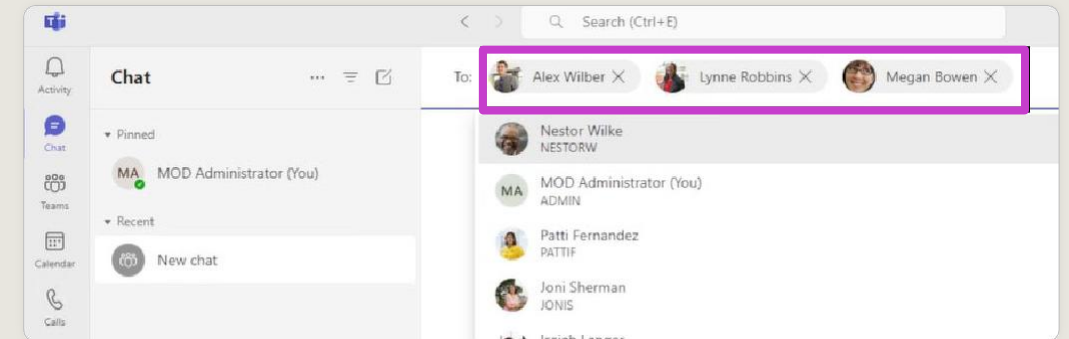
- Sign in with your Microsoft account credentials.

Start a New Chat

- Click on the **"Chat"** icon in the left sidebar.

- Select the **"New chat"** icon at the top of the chat list.

Add Participants

- In the **"To"** field, type the names or email addresses of the individuals you want to include in the group chat.

- Add multiple participants to create a group chat.
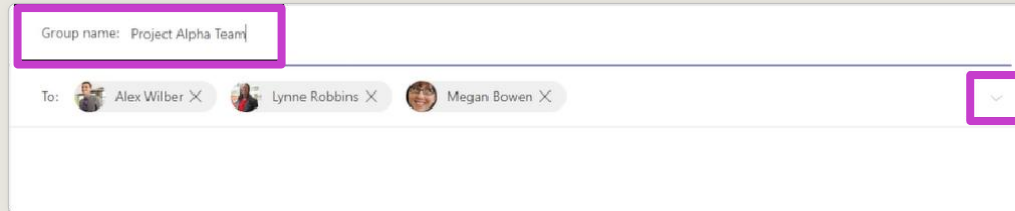

Name Your Group Chat

- Click the down arrow next to the participants' names.

- Enter a suitable name for the group chat to help easily identify it.

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Start the Conversation

- Type your message in the text box at the bottom and press **"Enter"** to send it.

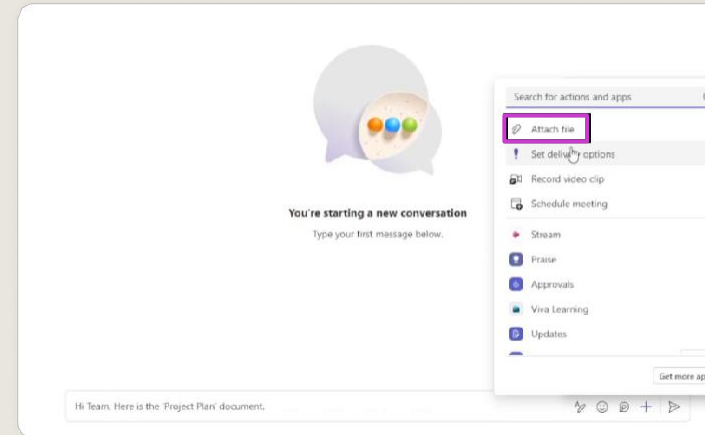- Your group chat is now created, and you can start collaborating with the group.

Part 2: Adding a File from OneDrive

Access the Group Chat

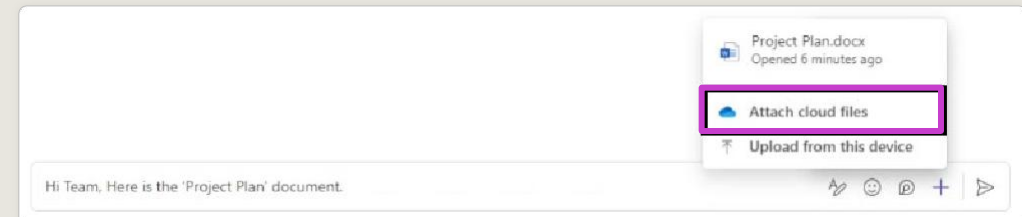- Open the group chat where you want to share the file.

Open the File Sharing Menu

- In the chat click the **"+"** then the **"Attach"** icon (paperclip) below the message input box.

Select OneDrive

- In the file sharing options, select **"Attach cloud files"**.

- Navigate through your OneDrive files to find the document you want to share.
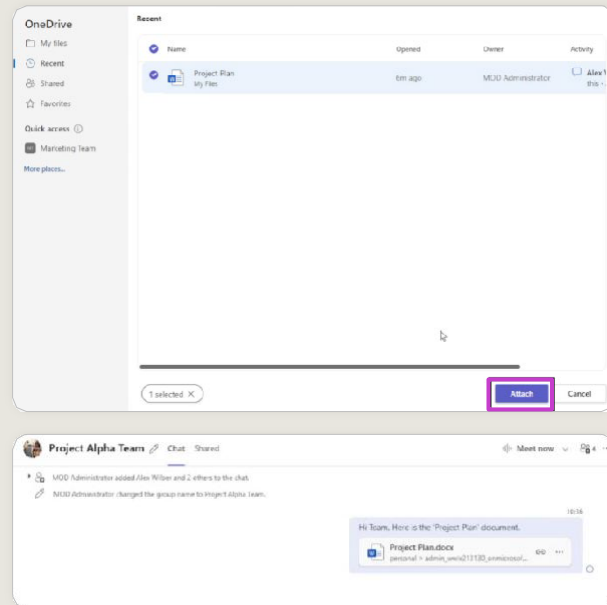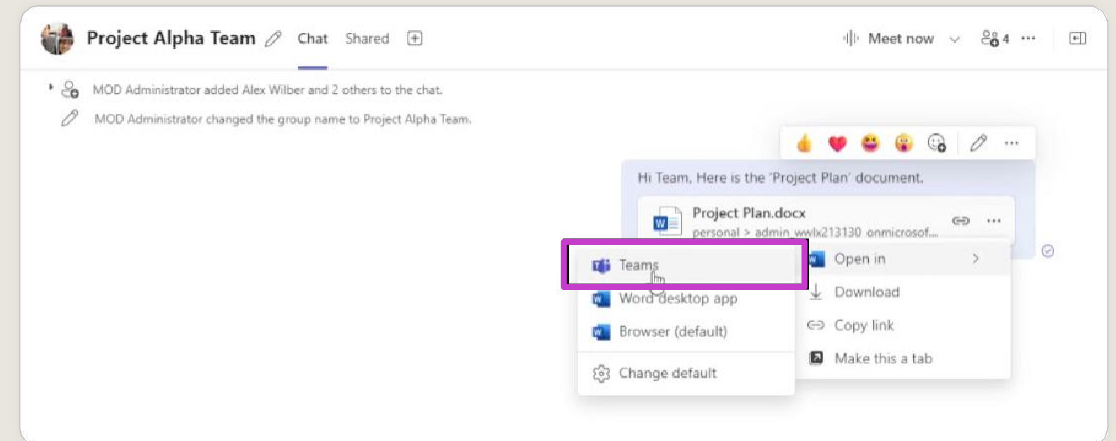
Select and Share the File

- Select the file by clicking on it.

- Click **"Attach"** to add the file to the group chat.

- The file will appear in the chat for everyone to access and collaborate on.

Part 3: Collaborating on the File

Open the File

- Click on the shared file in the group chat to open it.

- The file will open in Microsoft Teams, allowing for real-time collaboration.

Edit and Comment

- Make any necessary edits or comments directly in the file.

- All changes are saved automatically, and team members can see updates in real time.