# How to Set up a Group Chat in Microsoft Teams

1. Open **Teams**
2. Click **Chat**



1. Click the **New Chat** icon



1. Click the **down arrow** to expand options



1. Enter **Group Name**
2. Enter **names or email addresses**



1. Press **enter** to save the group

## Pop-Out Chat

To avoid confusion with other chat threads in Teams, you may want to pop-out the group chat when actively participating.

1. Click the chat you want to use
2. Click the **pop-out chat** icon



## Remove Users

1. Pop-out the chat you want to use
2. Click the **View and Add Participants** icon in the top right



1. Hover over the user you want to remove and click the **X** beside their name



## Add Users

1. Pop-out the chat you want to use
2. Click the **View and Add Participants** icon in the top right



1. Click **Add People**



1. Type the users name or email address and click **Add**



## Schedule a Group Chat Meeting

Scheduling a group chat meeting will send an invite, to all participants in the group, with a link to join via Teams video, and put a meeting reminder in their Outlook calendar.

1. Pop-out the chat you want to use
2. Click the **Schedule a Meeting** icon at the bottom of the chat window



1. Set the outlined parameters in the image below and click **Send**



1. If this is a weekly or recurring meeting those options can be set by clicking the **does not repeat** drop down arrow and selecting the appropriate setting.

