Creating Group on Microsoft Teams

1. Right Click on the Chat icon -> Select New Chat



2. Give the team a name and Add members

	Ľ	Search or type a command
Q Activity	Chat Recent Contacts T	Group name: Test Group
E Chat	Recent	To: C Chung-Wei (Amy) Yang X SK Sonia Kumar X MR Melissa Martino de Roos X
	8 New chat	Navid Rahman 🗙
Teams	ON CALL Support 10:12 PM Andy Chen: One computer in c	
Calendar	A PC Support 5:25 PM Navid: Sent an image	2 —
Calls	Sonia Kumar 5:12 PM You: Sent an image	
Files	Neel Prajapati 3:27 PM thanks!	
	Angelo, +4 3:04 PM Chung-Wei (Amy): thanks see	••••
	Chi-Cheng Chu 2:34 PM What account people need to Io	You're starting a new conversation
	Kamran Ali Qureshi 1:54 PM	Type your first message below.
Apps	Melissa Martino de Ro 12:29 PM You: cool	
~	Angelo Guerrero 10:46 AM	lype a new message

3. When you're done adding members, select **Add** and then **Close**.