Create and rename a Microsoft Teams group chat [1]

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Creating a Microsoft Teams group chat is a great way to stay connected, collaborate and share files as a group. Up to 100 people can participate.

Starting a group chat is easy:

- Start by selecting the **New Chat** icon at the top of Teams, next to the search box.
- To add members, select the field labeled **To: Enter Name, Email or Tag** and type the names of the people you want to add.
- Name your group using the field labeled Group Name. You can edit the group name at any time by selecting the Pencil Icon next to group's name.

Hosts can continue to invite members to the chat by clicking the **Add People** icon in the top right corner and can decide how much of the chat history a new member can view.

Microsoft [3], Teams [4]

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