

Create and rename a Microsoft Teams group chat ^[1]

June 11, 2020 by [UIS Communications](#) ^[2]

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]

Display Title:

Create and rename a Microsoft Teams group chat

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/tech-tips/create-and-rename-microsoft-teams-group-chat>

Links

[1] <https://www.cu.edu/blog/tech-tips/create-and-rename-microsoft-teams-group-chat>

[2] <https://www.cu.edu/blog/tech-tips/author/28671> [3] <https://www.cu.edu/blog/tech-tips/tag/microsoft>

[4] <https://www.cu.edu/blog/tech-tips/tag/teams>