

## **Create and rename a Microsoft Teams group chat** <sup>[1]</sup>

June 11, 2020 by [UIS Communications](#) <sup>[2]</sup>

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](#) <sup>[3]</sup>, [Teams](#) <sup>[4]</sup>

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