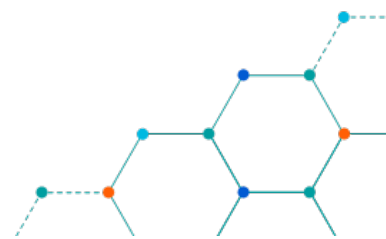


Microsoft Teams: Chat, audio, and video call functions

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INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

With MS Teams chat, you can have private one-on-one or group conversations that are not in the public team channel. And with calls, you can make calls or check your history or voicemail.

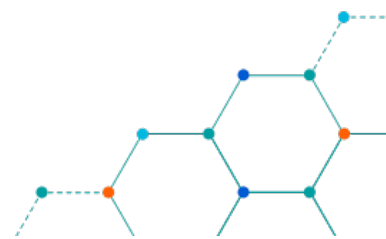
MS Teams is available to all staff and students at King's through Office 365.

This document covers:

- Text messaging via the chat feature in Microsoft Teams.
- Making audio calls via Microsoft Teams.
- Making video calls via Microsoft Teams.

Important information

- All students have access to Outlook through Office 365.
- Navigate to <https://outlook.office.com/> and sign in using your King's credentials (your K Number and password).
- Please note, you may need to complete [multifactor authentication](#) if your account requires it.



QUICK GUIDE

Existing Chats

1. Within Teams, select 'Chat' on the side ribbon. This will show you all chats you have been a part of. If you haven't been involved with any chats before, this will be blank.
2. To type a new message to one of your previous chats, click on the chat in the 'Recent' filter and begin typing in the 'Type a new message' bar. You are able to format your text, add files to your chat (such as a PDF document), send GIFs and emojis, as well as other features by clicking on the icons underneath the new message field.

New Chats

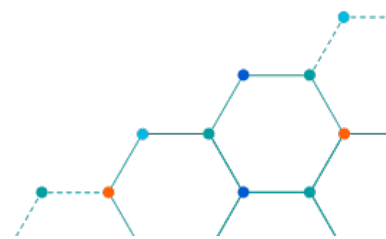
1. Click on the 'New chat' icon at the top of the ribbon.
2. You will first need to search for the person you want to chat with. Type their name into the 'To' field and select them. They will appear if they have an email account with King's College London.
3. Select the person and begin your chat.
4. To add more people to a chat, click on the 'Add people' icon on the top right. You will need to type the name for each individual you want to add.

Audio Calls

1. You can add audio and video to your chat at any time. To start an audio call, click on the telephone icon at the top right.
2. Once the person you are calling has answered your call you will be able to share audio, providing you have both enabled Teams to have access to your speakers and microphones.
3. Hovering over the call screen will reveal options for you to add video, mute your microphone, and share your desktop.

Video Calls

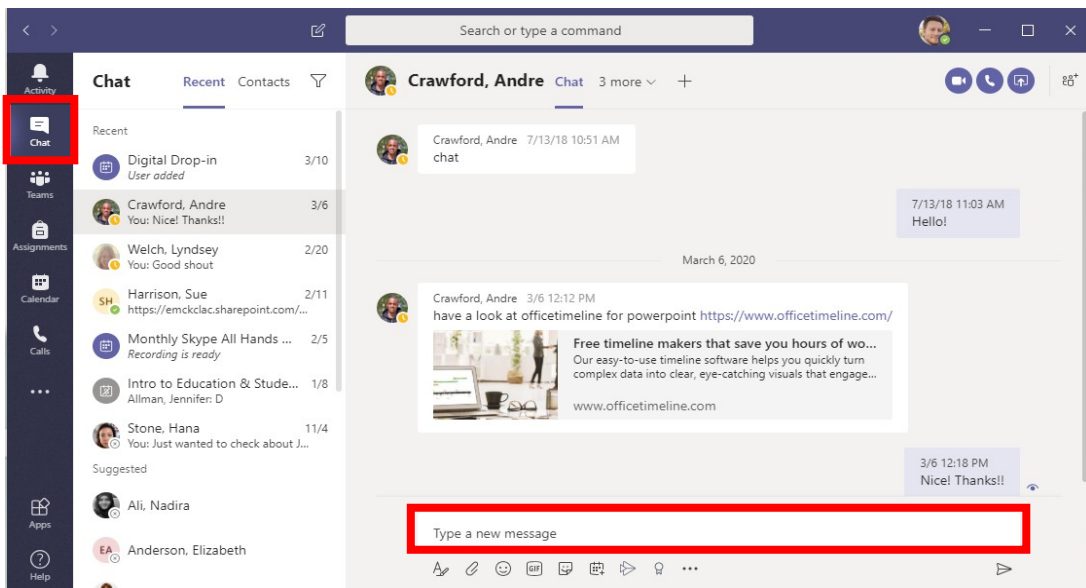
1. If you have a webcam you can show a video of yourself. Click on the video camera icon to toggle your video on and off.
2. On your view you will be displayed as a small tile on the bottom right of your screen, but to the person you are calling your video will take up the full screen.
3. During a call on Teams you can share a view of your desktop or display a file, such as a PDF or an MS PowerPoint to the person(s) you are calling. You have the option to share a full desktop view, display a window you currently have open (such as an internet browser or an MS Word file). You can browse through your PC to find a file if you don't currently have it open to share.



DETAILED GUIDE

Existing Chats

1. Within Teams, select 'Chat' on the side ribbon. This will show you all chats you have been a part of. If you haven't been involved with any chats before, this will be blank.
2. To type a new message to one of your previous chats, click on the chat in the 'Recent' filter and begin typing in the 'Type a new message' bar. You are able to format your text, add files to your chat (such as a PDF document), send GIFs and emojis, as well as other features by clicking on the icons underneath the new message field.

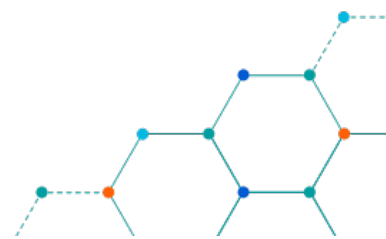
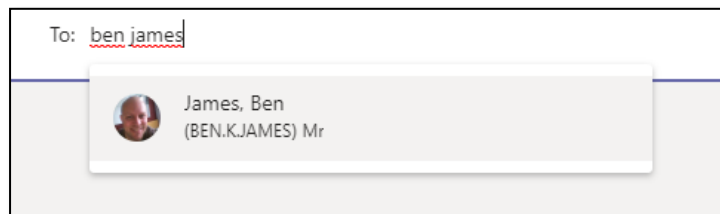


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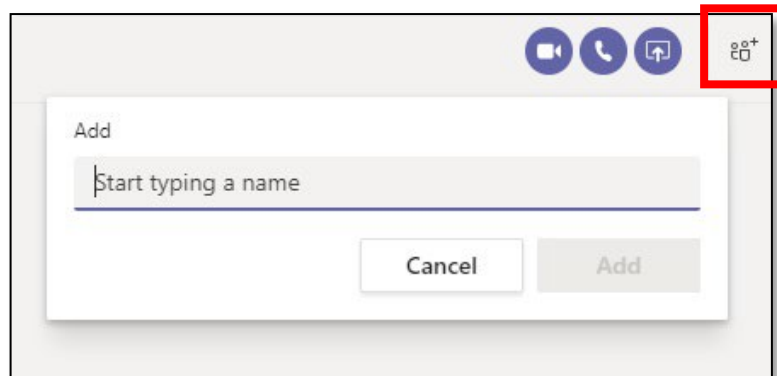
2. You will first need to search for the person you want to chat with. Type their name into the 'To' field and select them. They will appear if they have an email account with King's College London.



3. Select the person and begin your chat.

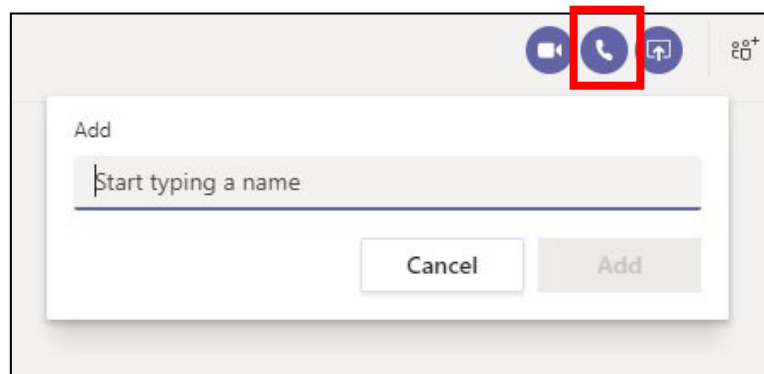


4. To add more people to a chat, click on the 'Add people' icon on the top right. You will need to type the name for each individual you want to add.

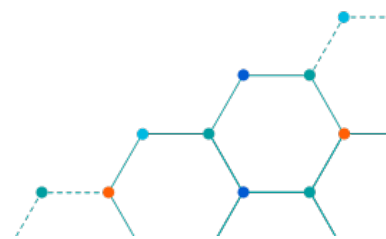


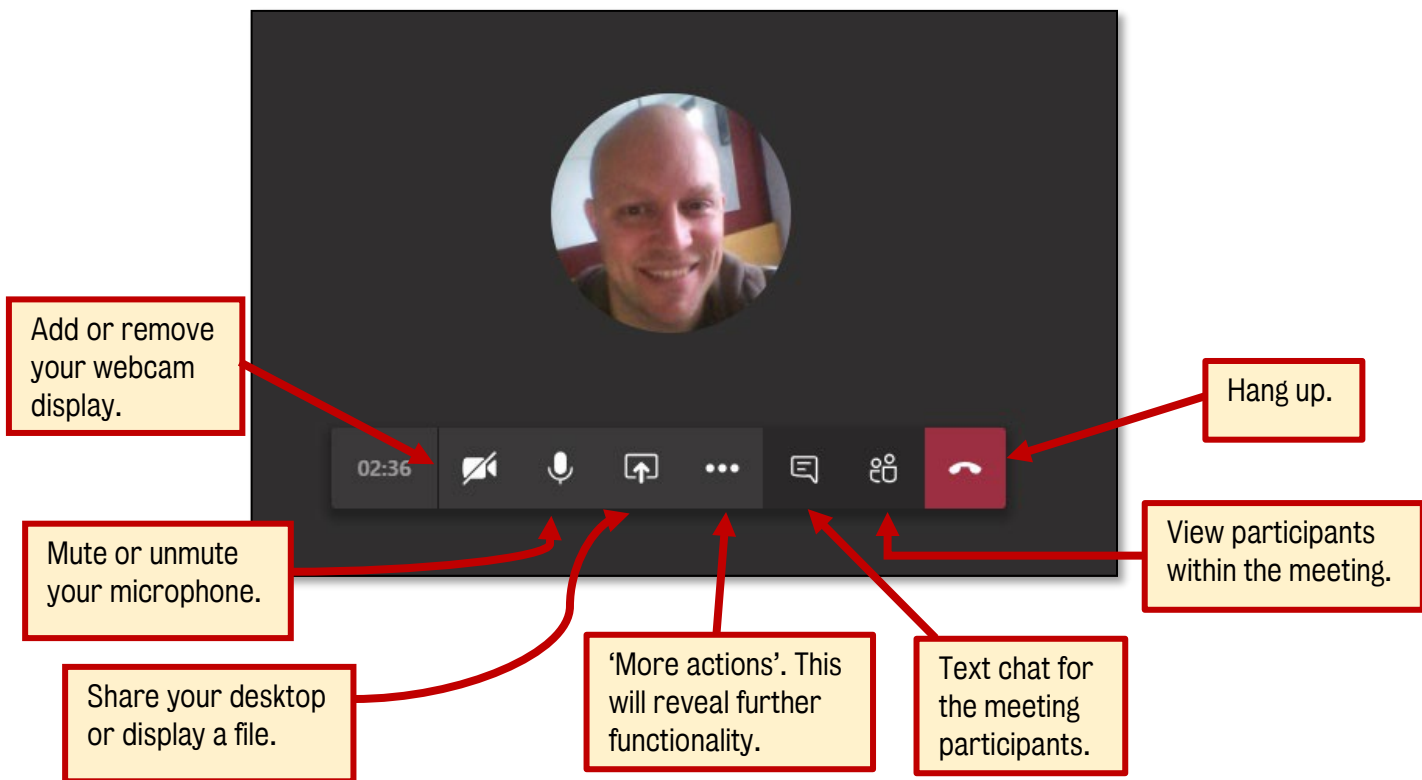
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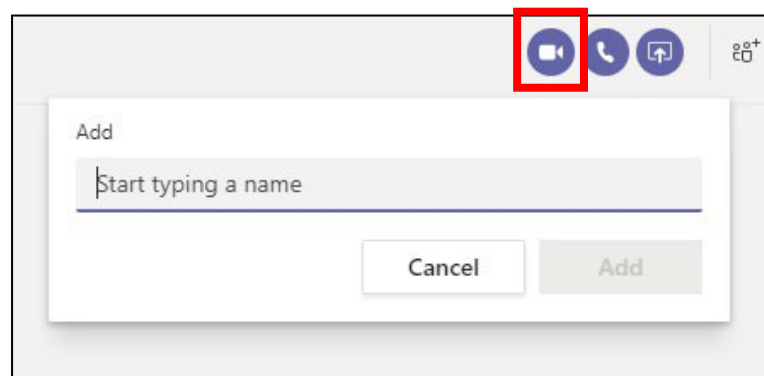
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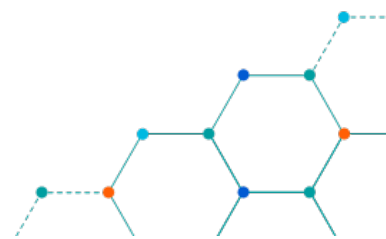


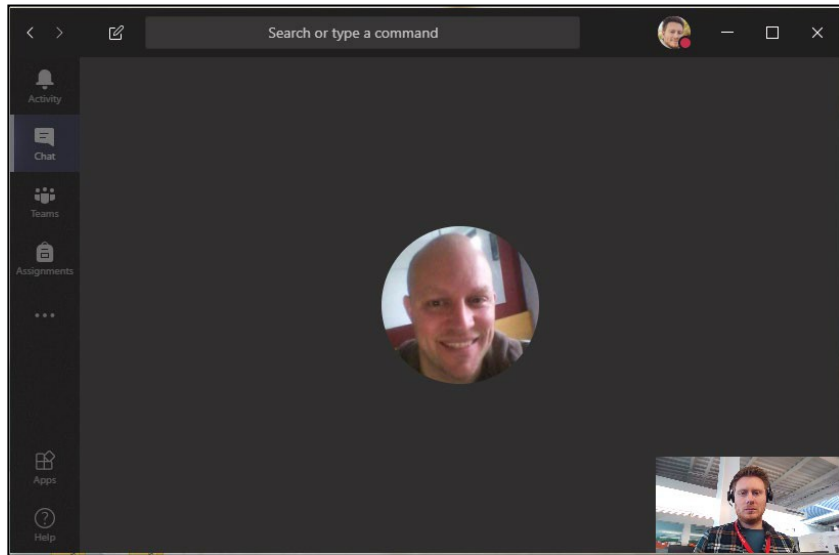
Video Calls

1. To start a video call, click on the video camera icon. If you have a webcam you can show a video of yourself.



2. On your view you will be displayed as a small tile on the bottom right of your screen, but to the person you are calling your video will take up the full screen.





3. During a call on Teams you can share a view of your desktop or display a file, such as a PDF or an MS PowerPoint to the person(s) you are calling. You have the option to share a full desktop view, display a window you currently have open (such as an internet browser or an MS Word file). You can browse through your PC to find a file if you don't currently have it open to share.

