

Start a chat on the go

Start a 1:1 or group chat in the Microsoft Teams mobile app to talk privately or collaborate with a smaller group.

Try it!

Start a chat

1. Tap **Chat > New chat**.
2. Add a contact(s) to talk to.
3. Type a message and tap **Send**.

Add a group chat name

1. Tap the top of the chat.
2. Tap **Group chat name**.
3. Type in a name and tap **Save**.

A group chat name makes it easier to find later.

Note: A name can only be added to a group chat.

Reply or react to a specific message

- Tap and hold a message to see options like **Reply** or **Reactions** to engage or react to a specific message.
Note: Swipe right on a specific message to quickly reply to it or double tap to like it.

Edit a message

1. Tap and hold the message you want to edit.
2. Tap **Edit message**.
3. Make your edits and tap **Done**.

Share GIFs

1. Tap **Emojis**, next to where you type your message, and tap **GIFs**.
2. Choose an option or search the GIF library.
3. Tap **Send**.

Mute a chat

1. Tap the top of the chat.
2. Toggle on **Mute chat**.

Create a channel on the go

Create a channel to focus on a specific topic or project in the Microsoft Teams mobile app. In a channel, you can also hold meetings, have conversations, or work on files together.

Try it!

Create a channel

1. Go to the team you want and tap **More options (...)** > **Manage channels** > **Add channel (+)**.
2. Type a name and description.
3. Choose a **Privacy** level:

Standard - If you create a **Standard** channel, anyone in the team will see it.

Private - With a **Private** channel, only people you add will see it.

4. Tap **Done**.

Post to the channel

1. Tap **New post** and @mention the channel if you'd like.
2. Add text and tap **Send**.

Hide a channel

Note: Swipe actions to hide, show, pin, or unpin a channel are not available on Android.

1. Go to the channel you want and swipe left.
2. Tap **Hide**.

Show a channel

1. In a channels list, tap **hidden channels**.
2. Tap a channel to show it.

Pin a channel

1. Go to the channel you want and swipe left.

2. Tap **Pin**.

Unpin a channel

- Go to the channel you want and swipe left to unpin it.

Join a meeting on the go

Try it!

Use the Microsoft Teams app to join a meeting on the go.

1. Tap **Calendar > Join**.
2. Tap anywhere for meeting controls:
 - Unmute or mute yourself.
 - Turn your camera on or off.
3. When you're ready, select **Join now**.
4. Tap anywhere for meeting controls:
 - **Add people** to the meeting.
 - View and type something in the chat.
5. Pinch to zoom in or out of a shared file in the meeting.

Activity feed on the go

Try it!

Your Activity feed is a summary of everything that's happened in the team channels you follow. You can get caught up with everything fast.

1. Select **Activity**  to see your Activity feed.
2. Bold messages have not been read. Select any to read the message.
3. Select the back arrow to return to the Activity feed.
4. Select **Filter**  to show only certain types of messages such as unread messages, @mentions, replies, and likes.

Manage notifications on the go

Manage and control which notifications to receive and how often you receive them in the Microsoft Teams mobile app.

Try it!

Turn on mobile notifications

- Under your phone settings, turn on mobile notifications for Teams.

Manage Teams notifications

1. Tap **Menu > Notifications**.
2. Set, modify, or manage these notifications:
 - Tap **General Activity** and toggle notifications on or off for **Mentions, Meetings, Calls**, and more.
 - Tap **Channels** to manage which channels you're subscribed to.
 - Tap **During quiet time** to mute notifications for specific times and days.
 - Tap **When active on desktop** or **When in meetings** to mute notifications if you're on the Teams desktop app, or if you're in a meeting.
3. Tap **Troubleshoot notifications** to find more solutions to troubleshoot your notifications.