

Microsoft Teams

Step

by

Step

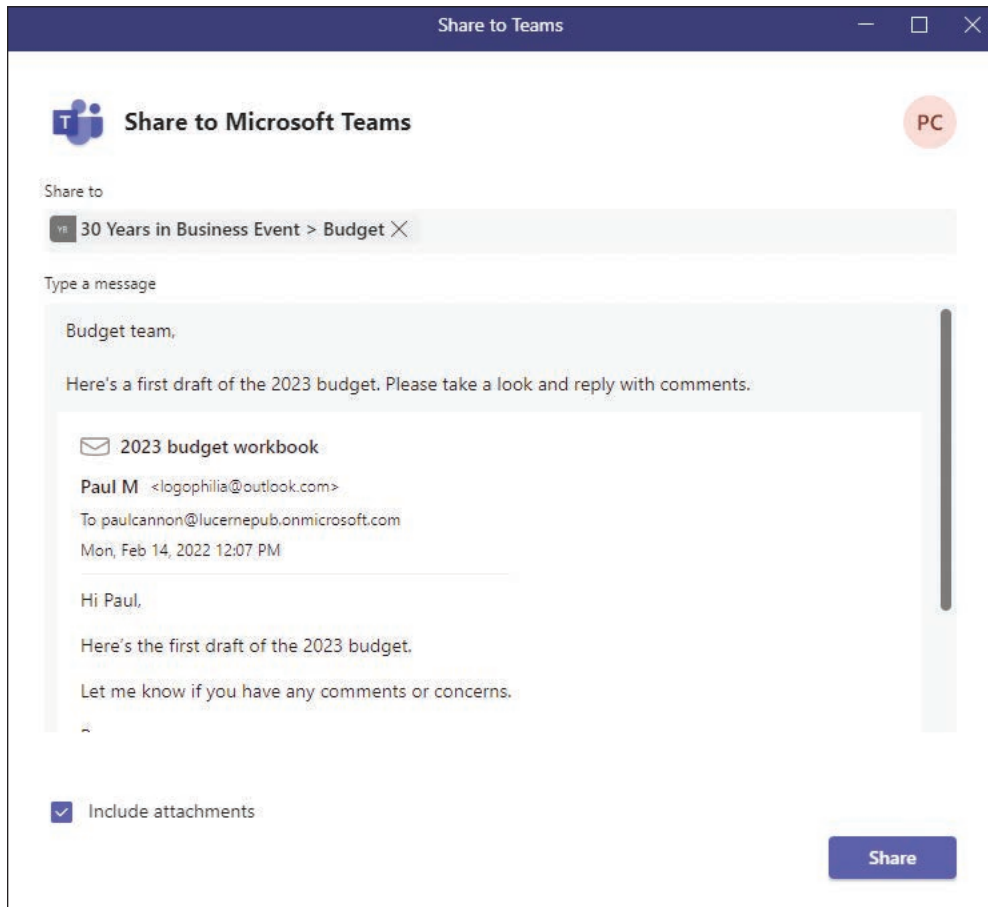
Paul McFedries



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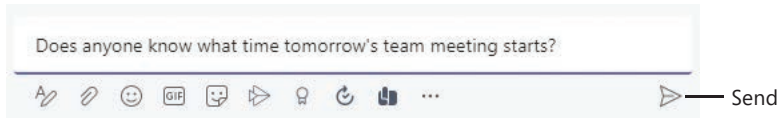
- **Via Outlook** You can share an Outlook email message (including attachments, if any) to a specified team. Teams posts the message as the original message in a new channel conversation but without a subject line.



An Outlook email message ready to be shared to a channel

To create a simple channel conversation

1. In the Teams panel, select the channel.
2. In the lower-left corner of the **Posts** tab, select **New conversation**.
3. Type your message.
4. Select **Send** or press **Enter** or **Return**.



The original message of a simple conversation

To create a channel conversation with a subject

1. In the Teams panel, select the channel.
2. On the **Posts** tab, select **New conversation**.
3. At the left end of the menu bar below the conversation box, select the **Format** button to open the message editor.
4. In the **Add a subject** box, enter a subject for the conversation.
5. In the message body, enter your message.

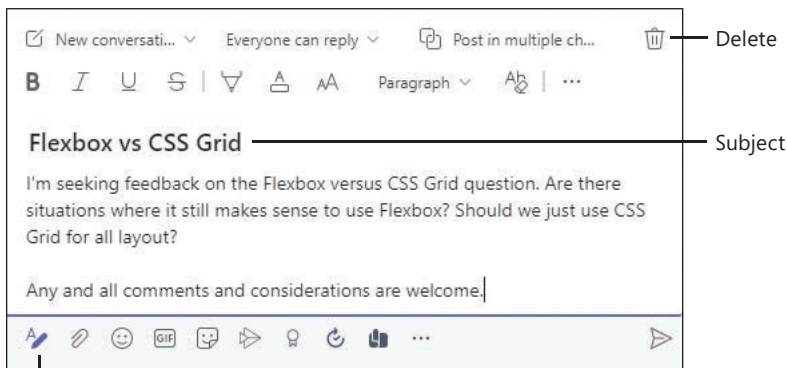


TIP In the message editor, you can press **Enter** to start a new paragraph.

6. If you want to restrict who can reply to your post, use the **Select a reply option** list to select **You and moderators can reply**.
7. Select **Send** or press **Ctrl+Enter** (Windows) or **Cmd+Return** (Mac).



TIP If you decide against sending your message, you can discard it by selecting the **Delete** button.

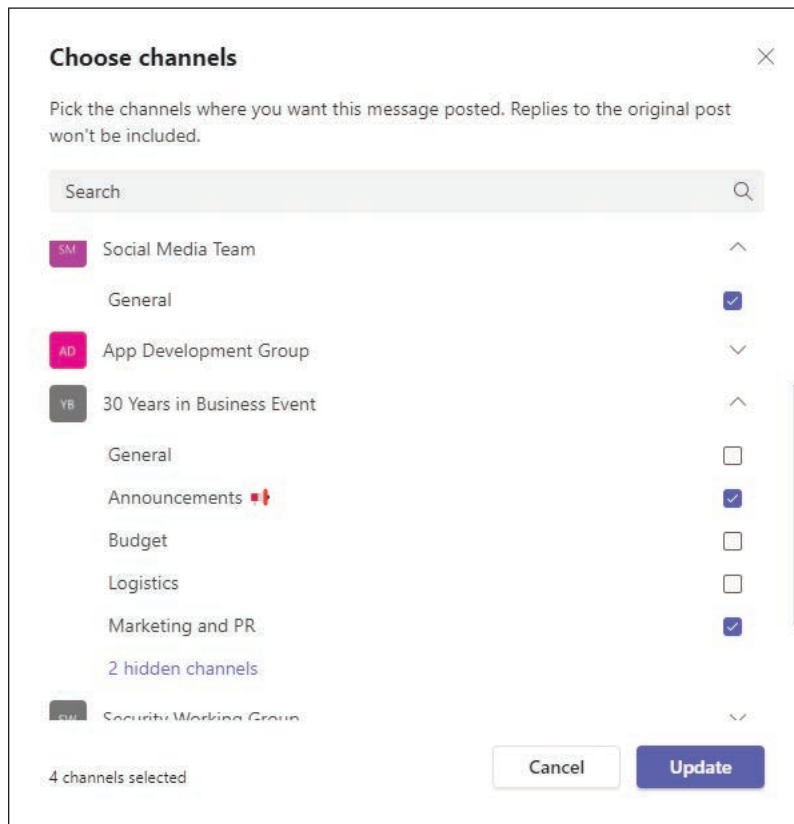


Format

The original message of a conversation with a subject

To create a multichannel conversation

1. In the app bar, select **Teams** to display the Teams panel.
2. Select the team name to display the team's channel list.
3. Select the channel.
4. Select the **Posts** tab.
5. Select **New conversation**.
6. Select the **Format** button to open the message editor.
7. Select **Post in multiple channels** to add a **To** line to the message.
8. Select the **Select channels** button to open the **Choose Channels** dialog.
9. Select the checkbox beside each channel you want to include in the post.



Select the checkbox beside each channel you want to include in your post.

10. Select **Update**. Teams adds the selected channels to the **To** line of the message.
11. Use the **Add a subject** text box to add a subject for the conversation.
12. Type your message in the text box. Note that in the message editor, you can press **Enter** to start a new paragraph.
13. If you want to restrict who can reply to your post, use the **Select a reply option** list to select **You and moderators can reply**.
14. Select **Send** or press **Ctrl+Enter** (Windows) or **Cmd+Return** (Mac).



TIP If you decide against sending your message, you can discard it by selecting the **Delete** button.

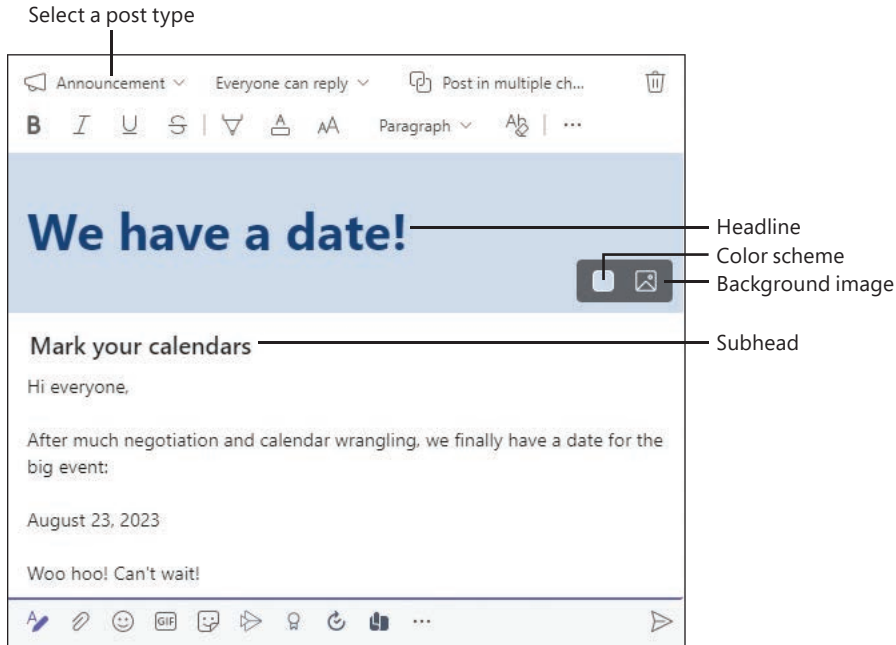
To create a channel announcement

1. In the app bar, select **Teams** to display the Teams panel.
2. Select the team name to display the team's channel list.
3. Select the channel.
4. Select the **Posts** tab.
5. Select **New conversation**.
6. Select the **Format** button to open the message editor.
7. Use the **Select a post type** list to select **Announcement**.
8. Type a headline. You can use the **Color scheme** and **Background image** buttons to format the headline.
9. Type a subhead.
10. Type your message in the text box. Note that in the message editor, you can press **Enter** to start a new paragraph.
11. If you want to restrict who can reply to your post, use the **Select a reply option** list to select **You and moderators can reply**.

12. Select **Send** or press **Ctrl+Enter** (Windows) or **Cmd+Return** (Mac).



TIP If you decide against sending your message, you can discard it by selecting the **Delete** button.



A channel announcement, ready to send

To generate an email address for a channel

1. To the right of the channel name, select **More options (...)**, and then select **Get email address**.
2. In the **Get email address** dialog, select **Copy** to place a copy of the address on the Clipboard.
3. To control who can use the address, select **advanced settings**, and then select one of the following options:
 - Anyone can send emails to this address
 - Only members of this team
 - Only email sent from these domains

4. If you select the **Only email sent from these domains** option, specify the valid domains in the text box that follows the option, separating each with a comma. When you're done, select **Save**.

Get email address

See [advanced settings](#) for more options.

General - Developers <f2475...@teams.ms>

Remove email address

☒ Anyone can send emails to this address

☐ Only members of this team

☐ Only email sent from these domains:

e.g. microsoft.com, gmail.com

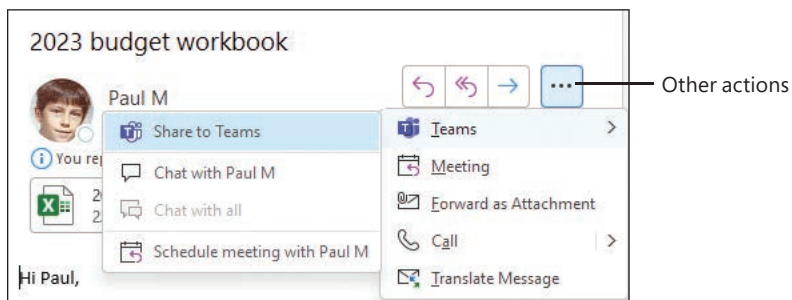
Close Save

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You can configure a channel email address to specify who can send messages to the address.

To share an Outlook email to a channel

1. In Outlook, select the email message you want to share.
2. In the upper-right corner of the Reading pane, select the other actions button (...), **Teams**, and then **Share to Teams**. You might find this command elsewhere in the Outlook ribbon depending on your version of Outlook.



Sharing an Outlook email as a channel message