



Emailing Teams Channels

One of the main benefits of Microsoft Teams is the reduction in email clutter.

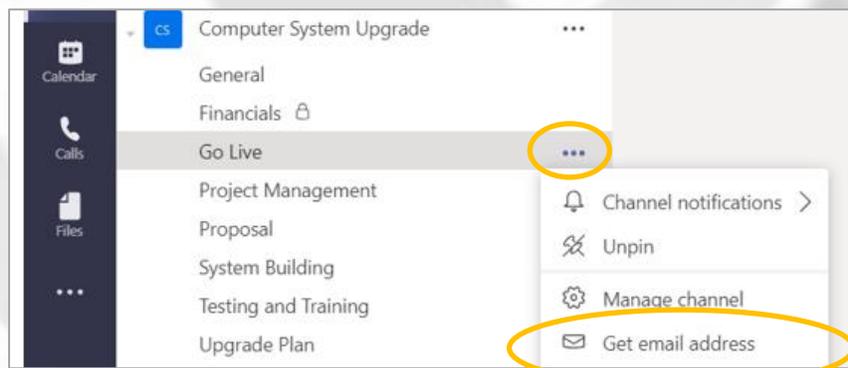
You can cut down on the clutter by copying an email to Teams Channels and discussing the email in Teams instead of Outlook which can result in an overwhelming amount of replies to sort through.

- Teams Channels all have unique email addresses
- You can forward an email to Teams or include the Teams email address when you first send an email, so the Channel is copied on the initial message
- At this time, you cannot drag and drop an email to Teams. It will only pull the header of the email into the conversation field.

Locating the Email Address for a Channel

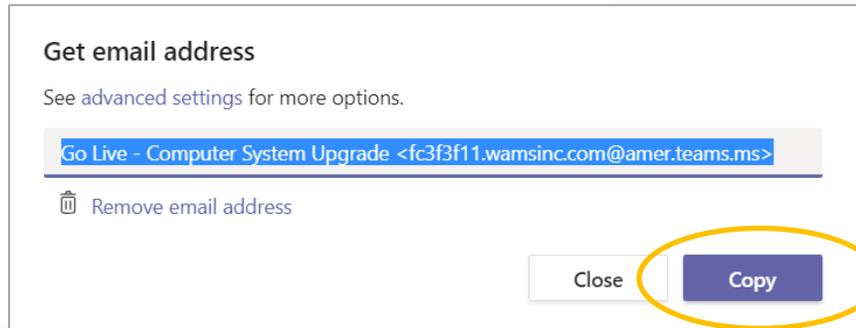
- Every Channel has its own email address which can be added to the To:, Cc:, or Bcc: of an email. When you send the email, the message will appear in the Conversation feed of the Channel.
- You can then have Teams conversations about the email topic and document(s) if there are any attached.
- The complete email will be available in the conversation feed as well as in the Files so it can be found again easily

1. Hover over the Channel you want to email and click the ellipses

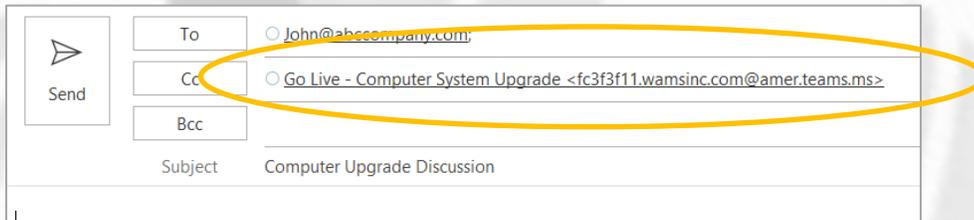




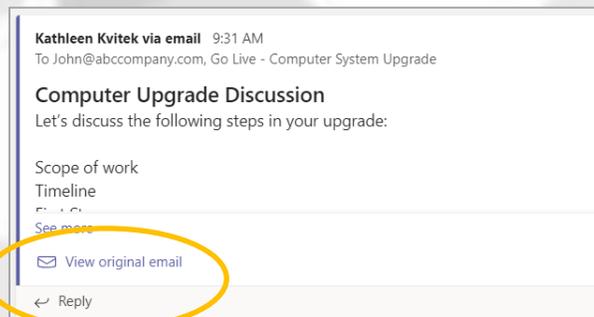
- The **Get email address** message box will appear



- Click the **Copy** button
- The copy box will automatically disappear and the email address is copied to your clipboard
- Create a New Email, Reply or Forward to an existing email and Paste (Ctrl+V) your clipboard contents into the To:, Ccc:, or Bcc: and the Teams Channel address will appear in the address line.



- The email will appear in the Channel Conversation feed within a few minutes and will also appear in the File list in the Channel



- You can now discuss the email and it's contents in Teams by using the **Reply** field in the Teams Channel. The discussion will be streamlined and help remove Outlook clutter.