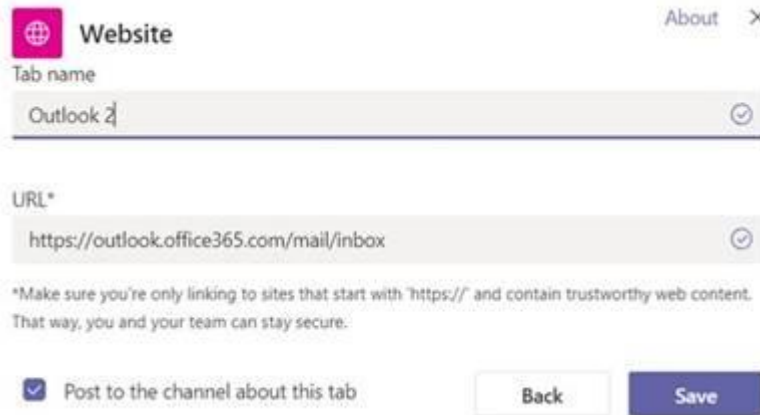

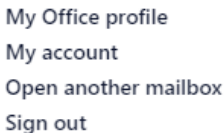


Adding Email to your MS Team

1. Click on the “+” sign at the top of the team/channel you want Outlook to appear
2. When the window appears, select “website”
3. Open another browser tab, open you O365 mailbox in Portal.Office.Com
4. Once you have accessed your O365 inbox, Copy the URL
5. Paste the URL as seen below



- a.
6. I named the tab Outlook 2 because I had already created an Outlook tab
 7. The mailbox will show all inbox information (folders and subfolders located underneath the inbox), personal archive, groups in which you belong, calendars, etc.
 8. It will not show shared or resource mailboxes.
 9. If you want to show shared folders follow the same steps above to open a share in the portal and then copy the inbox URL as above
 10. To open a share mailbox follow the steps below
 - a. Once you have successfully logged into the portal, select Outlook
 - b. In the upper right hand corner select your O365 icon
 - i. 
 - c. A new menu will appear, select “Open another Mailbox”
 - i. 
 - d. In the next window Type in the display name of the mailbox
 - e. Providing you have the correct permission, the mailbox will open in a new tab
 - f. Copy the URL and paste it in the URL section
 - g. Give the tab a name
 - h. Click save

People have also been asking how to open their attachments inside of MS Teams. The mailbox is fully functional as it would be in the Outlook client therefore, opening an attachment won't be an issue. The caveat to using email in MS Teams is when a user opens Outlook and an attachment it uses the Office 365 online suite and not their Office installation on their workstation.

11. When opening and saving an attachment they have the following options
 - a. The user can edit and reply
 - b. Download the attachment which the file goes to the download folder on the users workstation and then the user would have to move the file to the location they wish
 - c. Save to one drive