

How to get an email address for a Teams team channel

Teams can get an email address for channels created in the team, and sending an email to this email address will receive it in a channel post.

For example, you can create a "Homepage Inquiry" channel and use this channel's email address in your inquiry email address to manage your inquiry emails in a Teams team channel.

- Click the channel's 3-point reader and click Get Email Address.



- Click "Advanced" on the "Get Email Address" screen that appears.



- The "Advanced Settings" screen appears as shown below, so make the settings for what you want to send emails to and click "Save."



- If you want to get an email address, click the channel's 3-point reader, and then click Get Email Address.
- When the Get Email Address screen appears, click Copy.
- Paste the copied email address into Notepad and copy only the email address again to use as the email address.

Channel -Team name < aaaaaa@apac.teams.ms >

- Send an email to the retrieved email address and the email will appear in the channel post.

