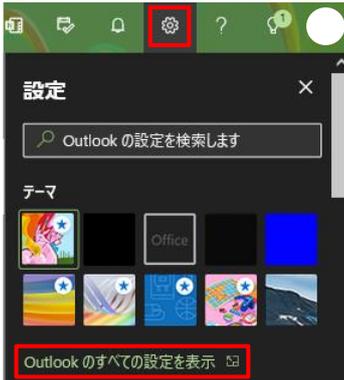


How to share an email with a team in Teams

If you want to share emails with your team members, such as emails that are addressed to you personally, use the "Share with Teams" function in the Web version of Outlook.

1. Add a "Share with Teams" icon to Outlook Web version.

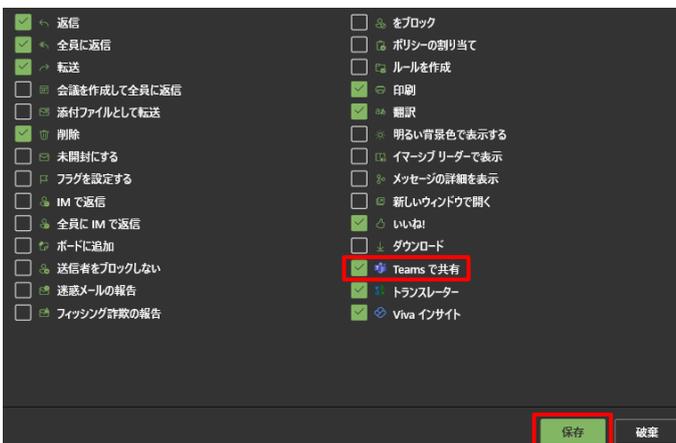
In Outlook for Web, click on "Settings" and then click on "View all Outlook settings".



Select "Customize Actions" under "Mail" in the "Settings" window.



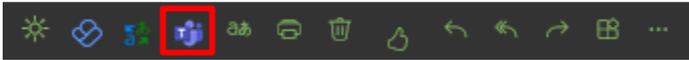
Check "Share with Teams" under "Customize Action" and click [Save].



Once you've saved your settings, click the "x" in Customize Actions to close them.



The "Share with Teams" icon will be added to the list of icons in the upper right corner of the email body.



2. Steps to share an email with a Teams team

Click the "Share with Teams" icon in the body of the email you want to share with your Teams team.



Enter the channel name of the Teams team you want to share to then click [Share] in the lower right corner of the "Share with Teams" screen.

If an email has attachments, "Include attachments" is checked, so uncheck it if you want to share only the body of the email.



The email will be shared to Posts in the channel of the Teams team you shared to.