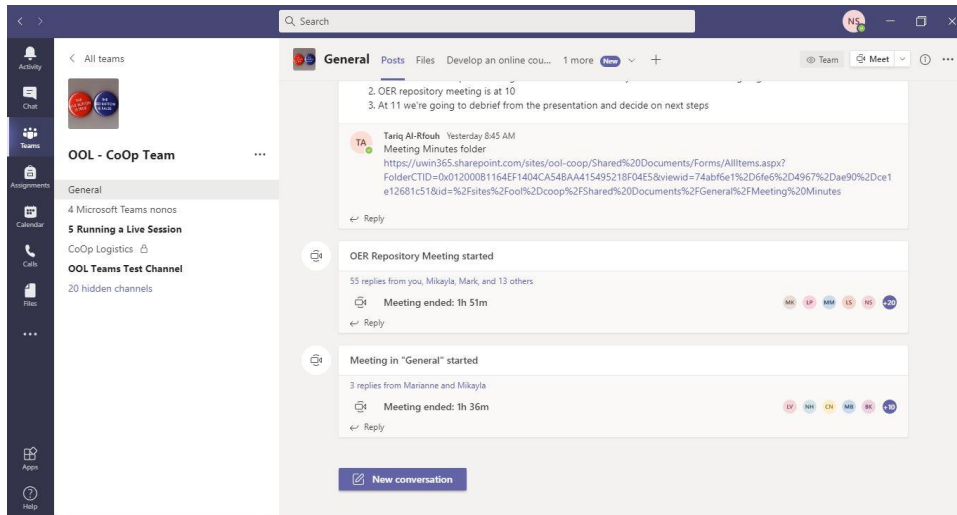


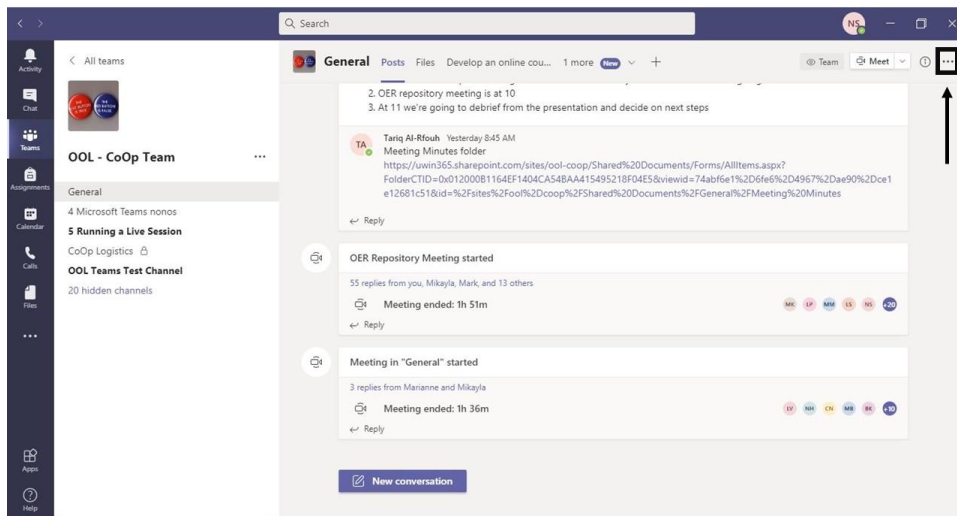
Sending Emails Through Microsoft Teams

Step 1: Go to your teams.

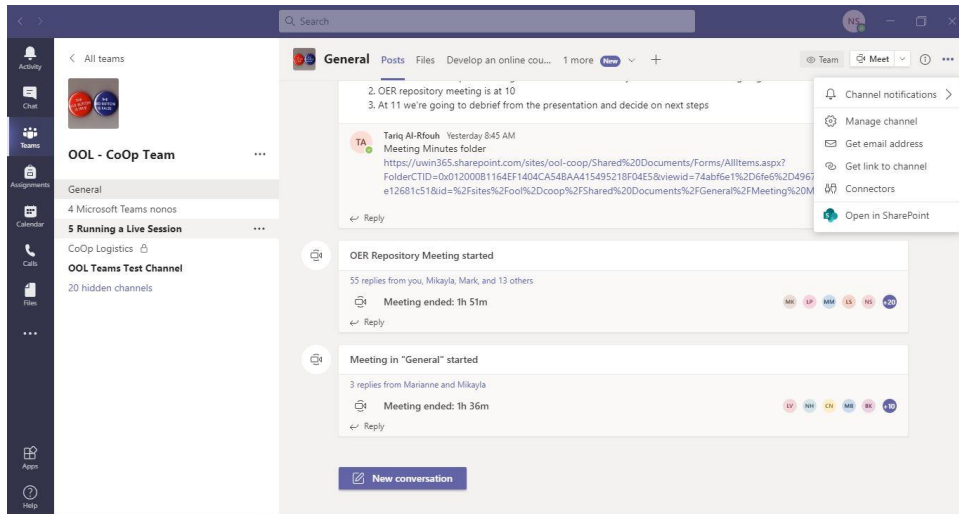
Step 2: Then go to any channel in which you want to send an email.



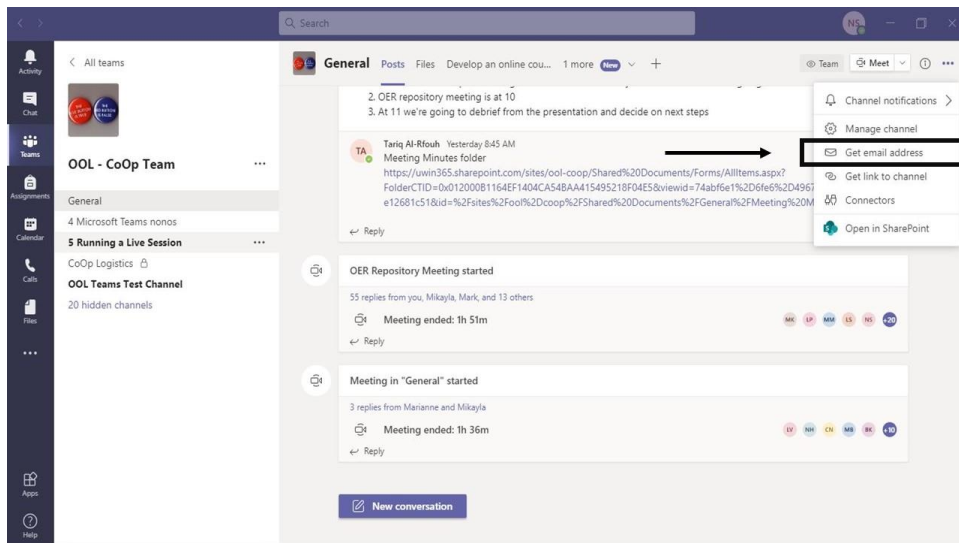
Step 3: Click on the three dots at the upper right corner of the channel.



Step 4: Once clicked, this menu should open.

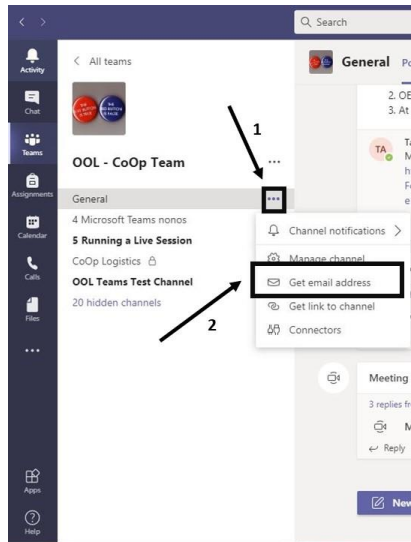


Step 5: Now click on “Get email address” to get the link.



OR

Step 6: You can simply click on the three dots beside any channel to get the email address.



Step 7: Now a link will appear, copy, and paste it to send the email.

