



# How to Share an Email from Outlook, direct to Teams

Quick Reference Guide



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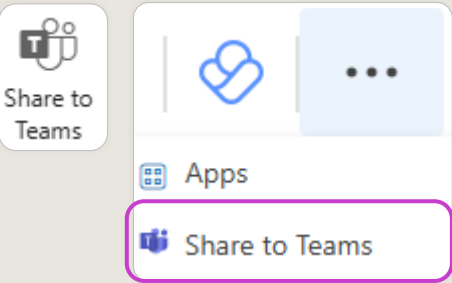
Easily Share Outlook Emails to Teams for Instant Collaboration

Need to share key emails with your team without copying and pasting? With Outlook’s ‘Share to Teams’ feature, you can instantly post emails to any Teams channel, group chat, or one-on-one conversation. Just select an email, click ‘Share to Teams’, choose your destination, and add a quick note for context. It’s a simple way to turn static emails into active discussions—with attachments included if needed. You can even use a channel’s email address to forward messages directly.

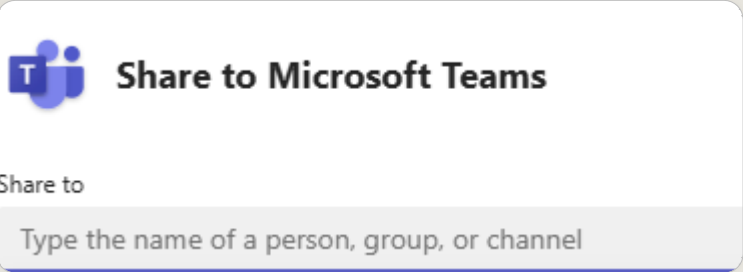
\* **Note** this option is only available in the Desktop version of Outlook.

Share to Teams

Select email > select “**Share to Teams**” button from ribbon or select three dots in email and “**Share to Teams**”.



From sharing window enter Team name, channel, group chat or individual name.



Select Include attachment if needed.

