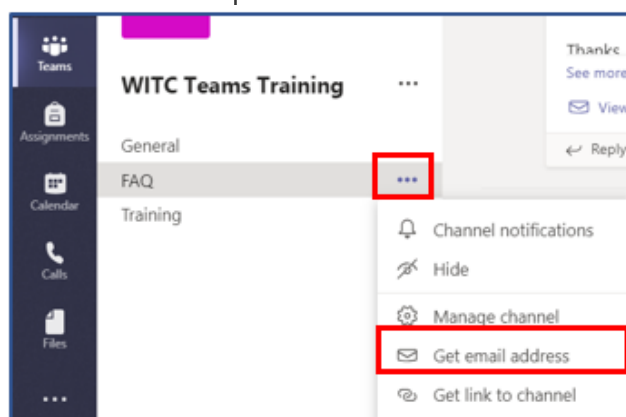# Outlook and Teams Working Together

1. Send an email to a channel in Teams

If you want to send an email to a channel in Teams, use the channel email address. Once an email is part of a channel, anyone can reply to it to start a conversation.

a. Send an email to a channel

Go to the channel name and click **More options** ••• > **Get email address**.


b. Reply to an email in a channel

When you reply to an email message in a thread, it creates a conversation about the email within Teams. However, this does not send an email reply to the original sender. Any comments or conversations you have about the email in a channel aren't visible outside of Teams.

2. View the original email

Sometimes, emails that get sent to a channel are too large to view in the conversation. To see an email in its original format, click **View original email** under the email in the conversation.
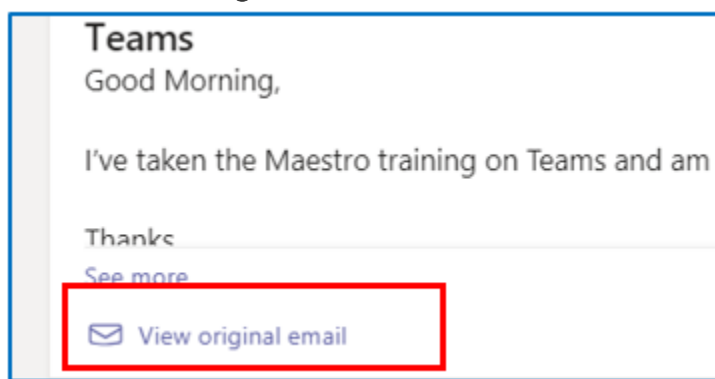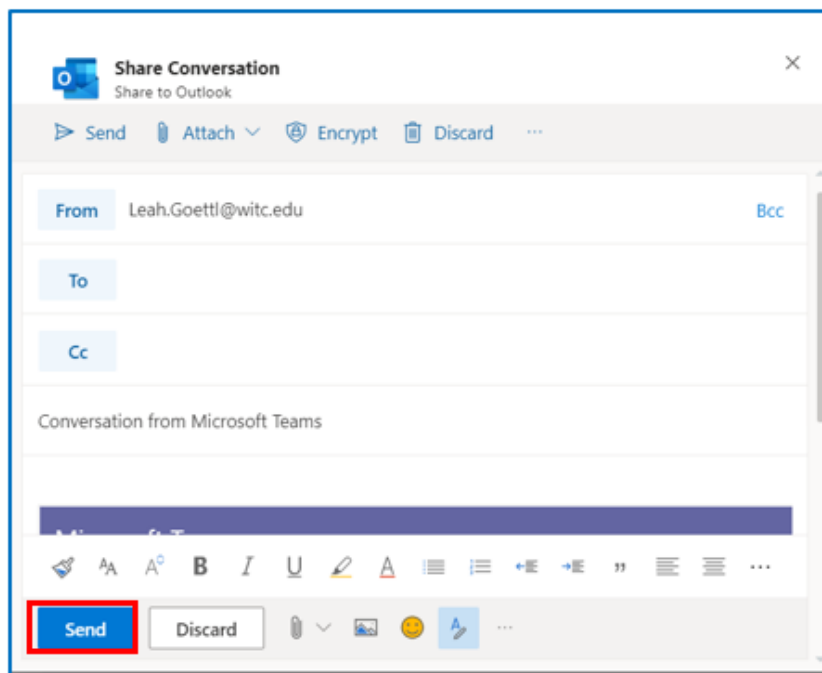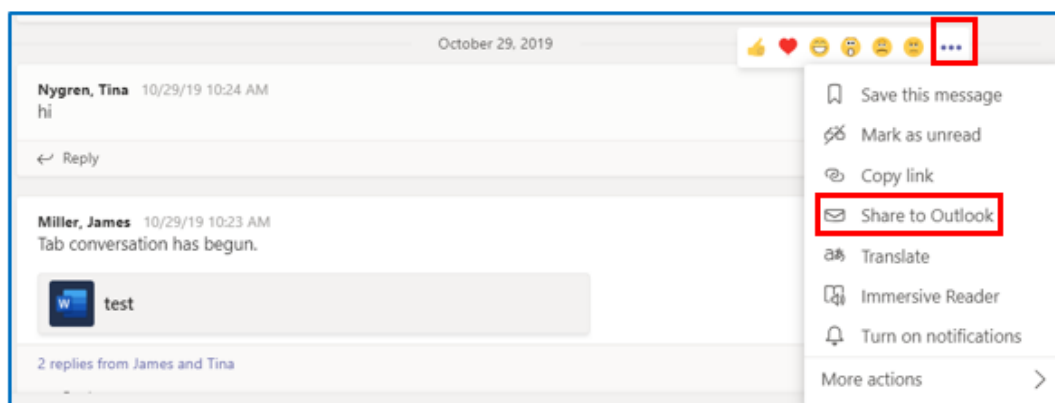
3. Share to Outlook from Teams

You can share chats or channel conversations to Outlook—without leaving Teams.

a. Share a chat from Teams to Outlook

From within Teams, you can share a copy of a chat as an email to Outlook.

1. Hover over a message(conversation)Select **More options** ••• and then choose the **Share to Outlook** option.
2. Choose your recipient(s). You can also add attachments or customize the message with familiar email options.
3. Then click the **Send** button to share your chat.

b. Share a channel conversation from Teams to Outlook

In Teams, you can also share an entire channel conversation as an email to Outlook.

1. In a message, click **More options** ••• and select the **Share to Outlook** option.
2. Choose your recipient(s). You can also select from custom options, edit the subject line, and add attachments.
3. Then click the **Send** button to share your channel conversation. This sends the entire conversation history.