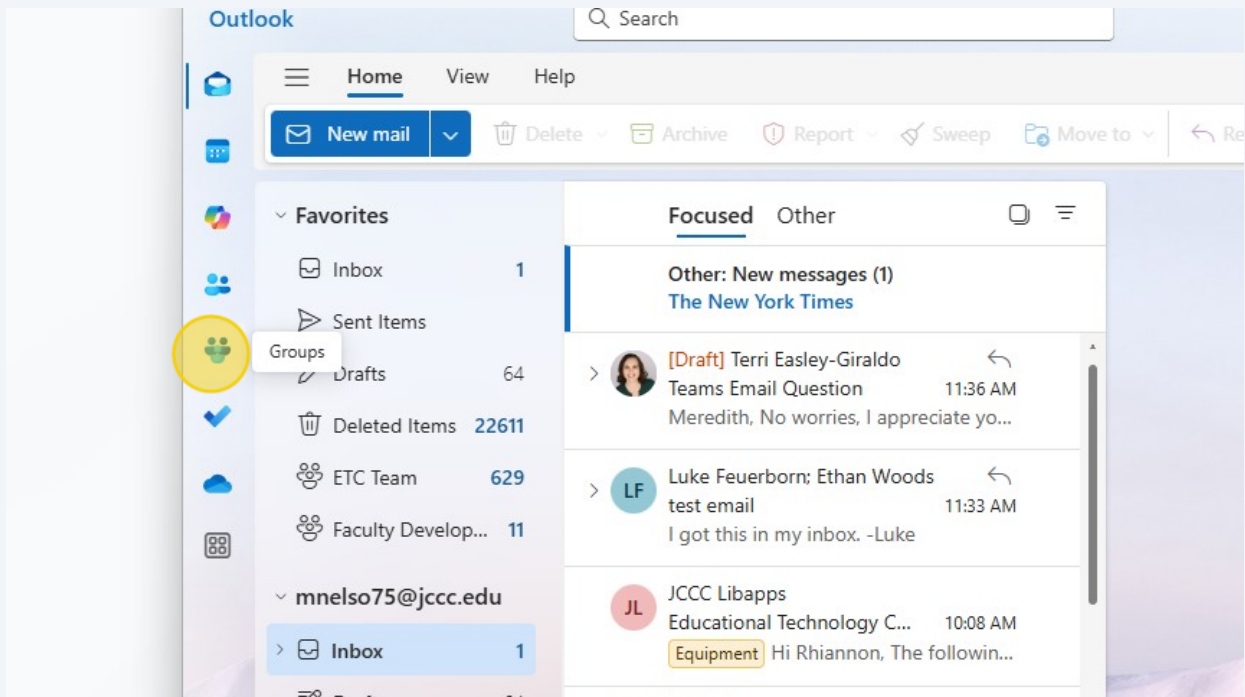


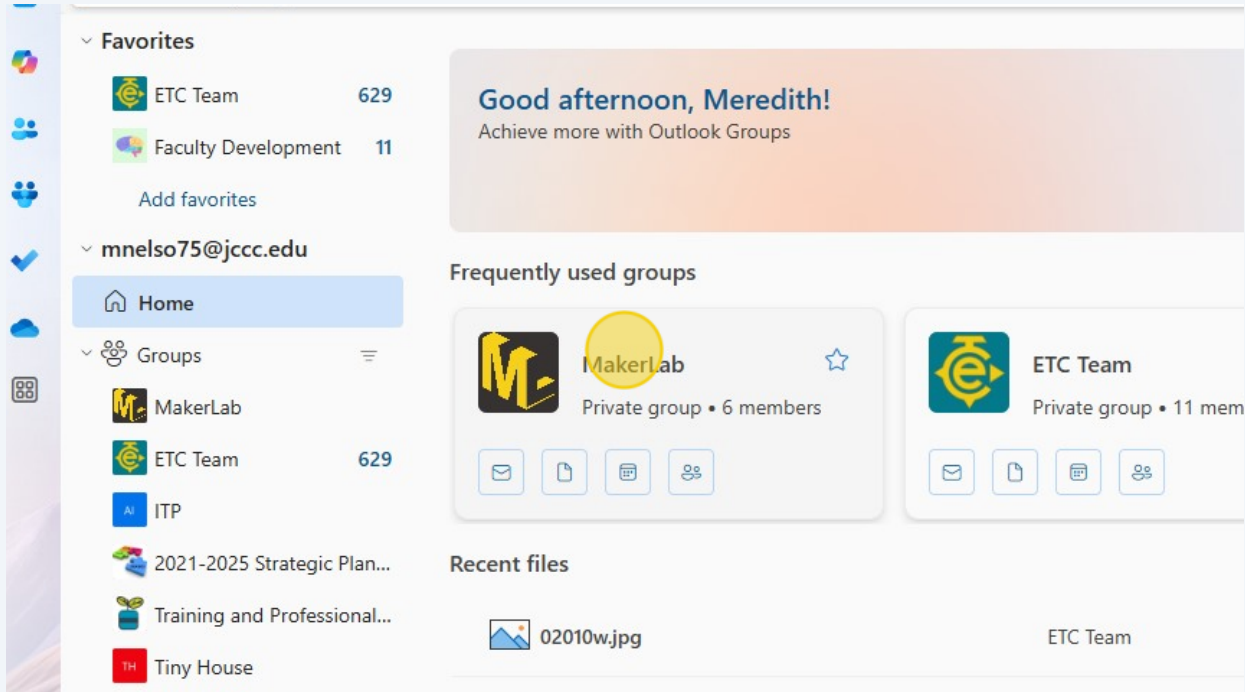
MS Team Subscription Emails

1 Go to Groups in Outlook (desktop or web) on the left side



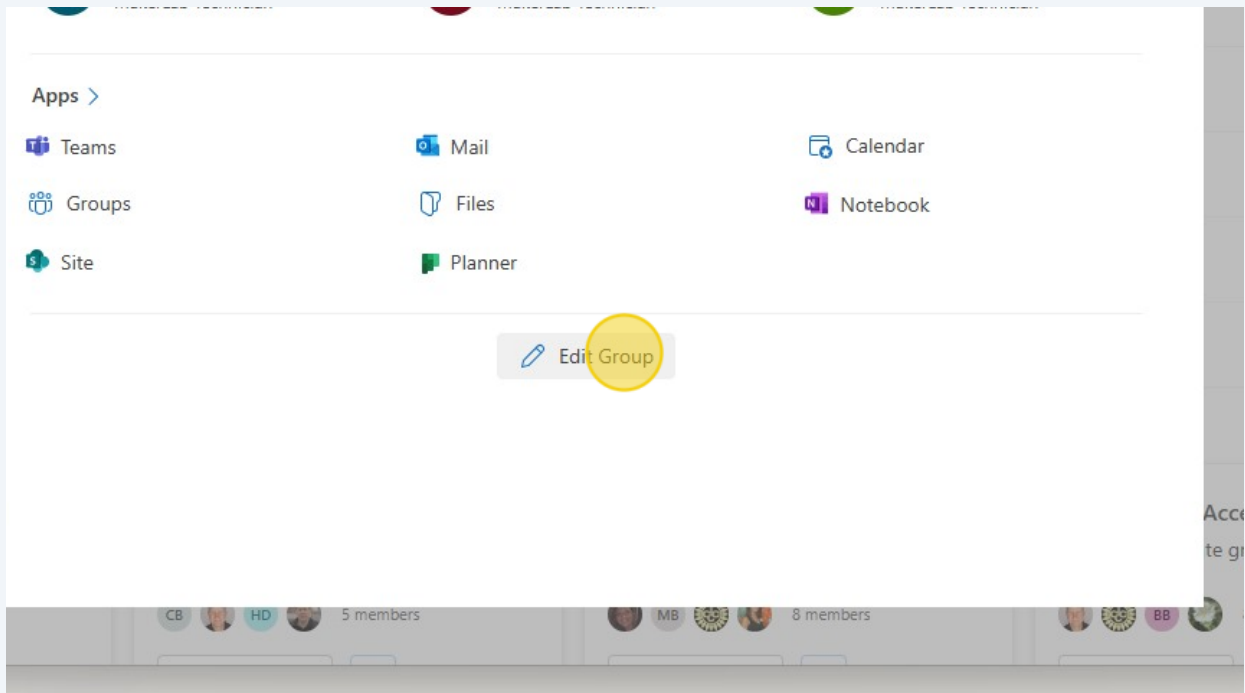
2

Find the team you want to be able to send emails to (you must be an Owner to make changes)

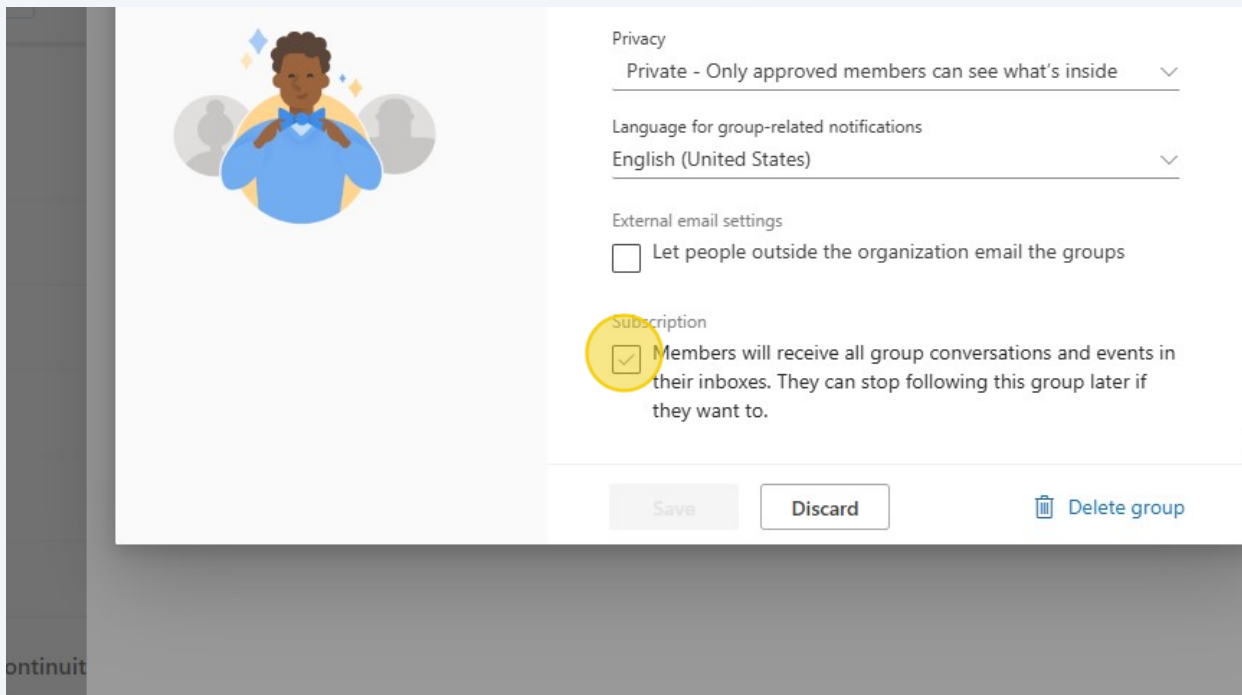


3

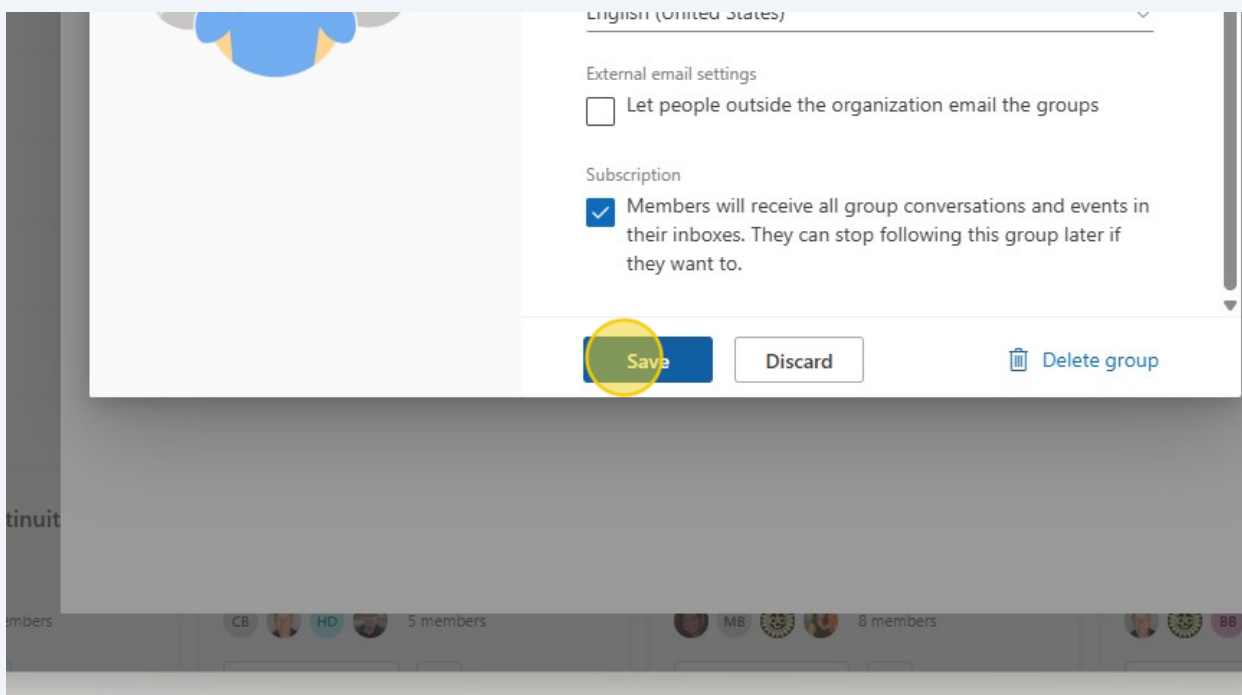
Click on Edit Group



4 Check the Subscription box

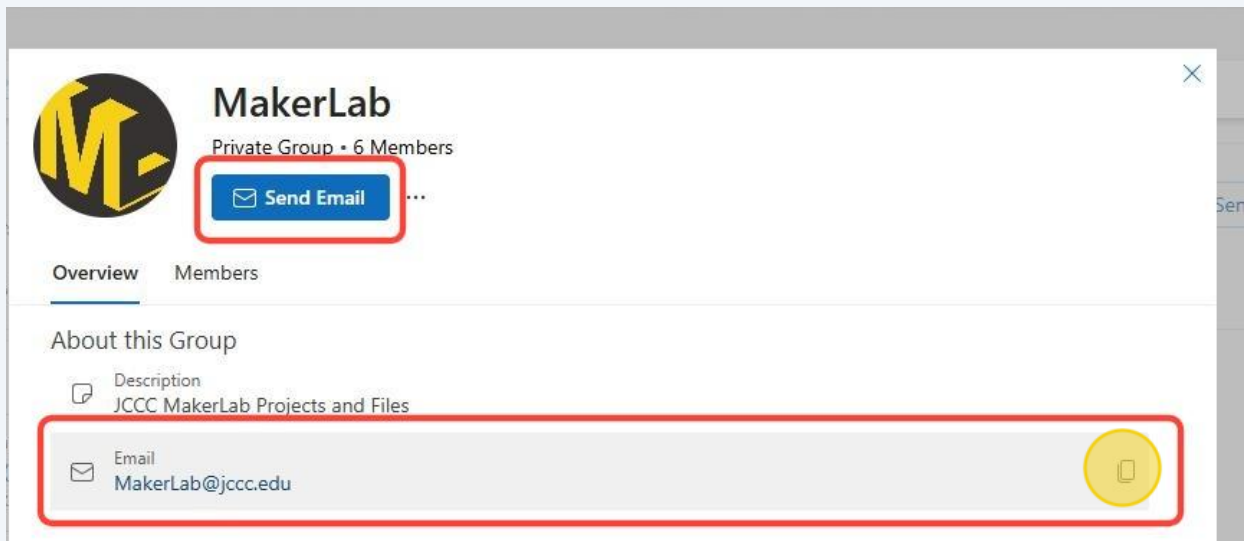


5 Click Save



6

Note or copy the email address on the Group info page or click on the Send Email button from here.



7

From a New Email, type in the name of the Team or copy from the step above.

