


CTS-DOL

How to contact external users on Microsoft Teams

Contacting External Users on Microsoft Teams

1. Login into Microsoft Teams (see [cts_install_microsoft_teams.pdf](#))
2. Click on [new chat](#)  on the chat page.
3. Enter the contact's email address in the address bar.
4. Select the user's name.
5. Send a message to the user to begin your conversation.