Janae Ingram

From:Janae IngramSent:Tuesday, October 15, 2024 8:11 AMTo:everybody-all-companiesSubject:Training Tip Tuesday #34: Teams - Find AnyoneAttachments:Training Tip Tuesday #33: Bookings App

Good morning!

This may be the shortest Training Tuesday email yet.

I'm going to show you how to send a Teams message to anyone in any of the companies.

Here's How:

4.

5.

- 1. Open a new Chat on Teams
- 2. Type the email address of the coworker you're trying to reach
- 3. Click "Search email@emailaddress.com externally"

Chat	··· = 🗹	To: natalie.dominguez@copperstarmedical.com
▼ Pinned		We couldn't find any matches.
🔬 Janae In	gram (You)	Search natalie.dominguez@copperstarmed
Click the user that	pops up	
Chat	··· = C	To: natalie.dominguez@copperstarmedical.com
• Pinned		ND Natalie Dominguez (External) NATALIE.DOMINGUEZ
Start chatting with	the user	
Chat	··· = 1	To: ND Natalie Dominguez (External) X

Why Try It?

Often, Caddis employees need to reach Alpine, Copper Star, or You Can employees, or everyone else needs to reach Caddis employees. This allows you to reach whomever you need.

If the question isn't urgent, a Teams message gets the job done so you don't need to make a phone call.