

Janae Ingram

From: Janae Ingram
Sent: Tuesday, October 15, 2024 8:11 AM
To: everybody-all-companies
Subject: Training Tip Tuesday #34: Teams - Find Anyone
Attachments: Training Tip Tuesday #33: Bookings App

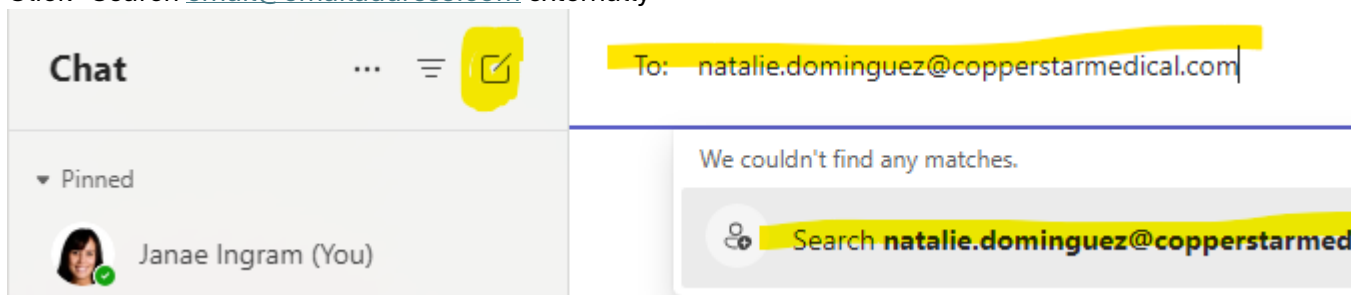
Good morning!

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:

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"



4. Click the user that pops up



5. Start chatting with the user



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.