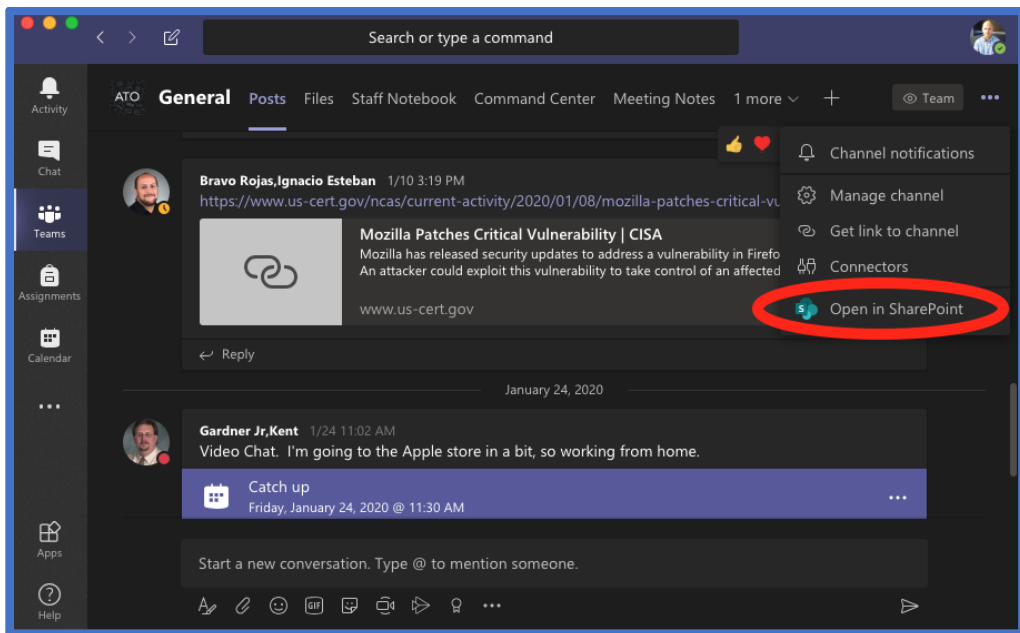


How to Email your Microsoft Team if you don't see an Office 365 Group in Outlook

When you create a Microsoft **Team** Microsoft automatically creates an **Office 365 Group**, but its automatically hidden. In order to email your **Team** members as a **Group** you must first open your **Team** in **SharePoint** and then click on **Conversations** in order to find the hidden **Group**.

Step 1: Open your **Team** in the **Teams App**. Click on the **three dots** in the upper right corner and select **Open in SharePoint**.



Step 2: Click on **Conversations**. You will be automatically be redirected to the **Outlook webapp** where you will see the option to email the **Group**.

