

# Using Microsoft Teams Integration

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Read on to learn about messaging using the MultiLine integration with Microsoft Teams.

## Overview

When your organization uses the MultiLine integration with Microsoft Teams, you can message from your MultiLine number in Microsoft Teams.

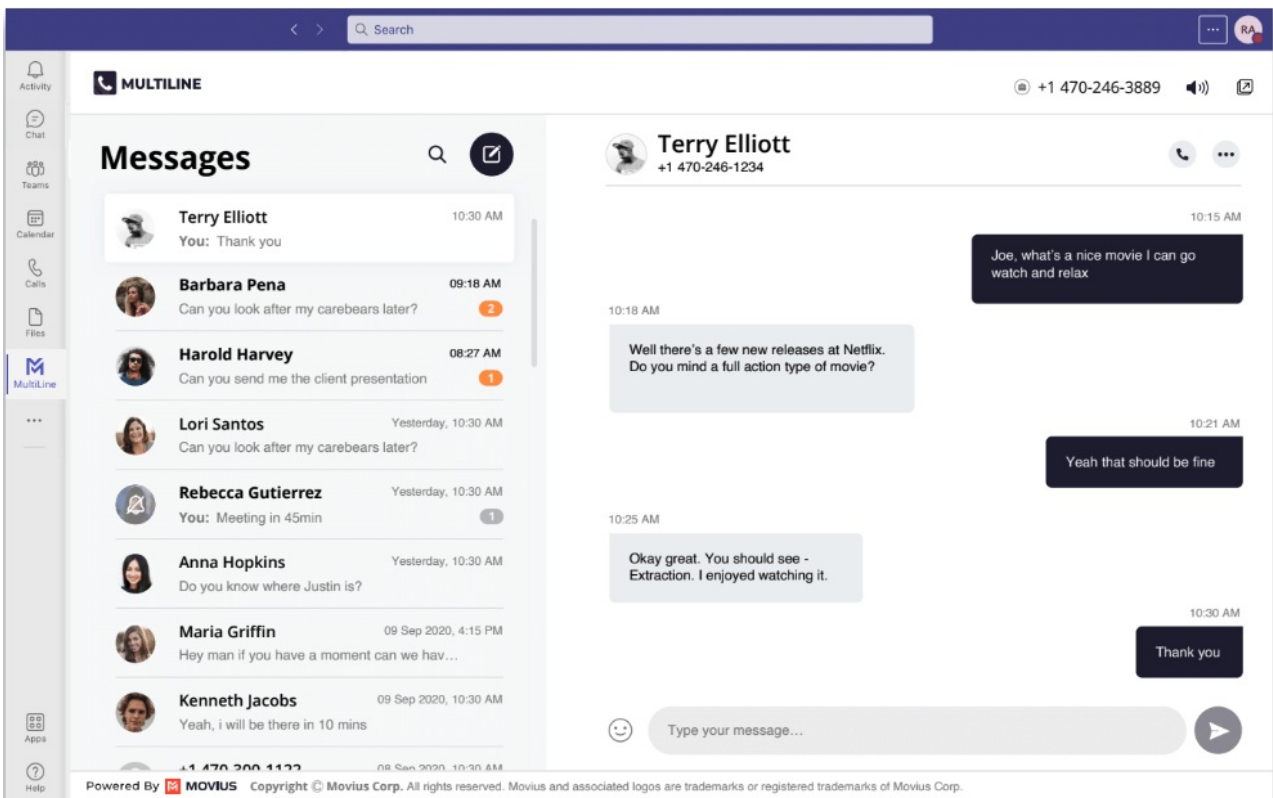
When you message someone from Teams according to the below procedure, they'll see your MultiLine number. If someone texts your MultiLine number, the text will be sent to your MultiLine app and Teams.

## Before you Start


- Microsoft Teams integration is not configured by default; Movius and your IT admins must set up the integration with Microsoft Teams on the backend for this to work.

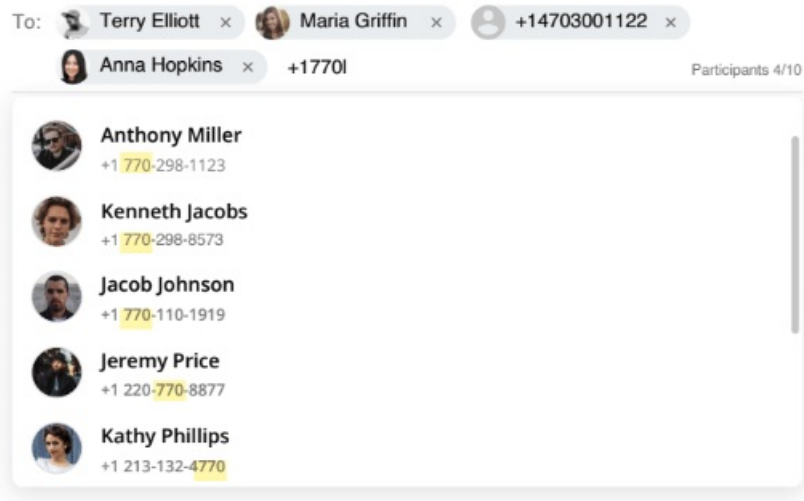
## How to message

The MultiLine tab is used for messaging.

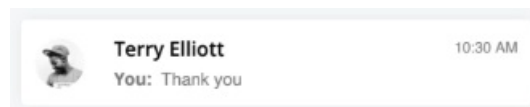




1. To view MultiLine messages, select the  MultiLine utility icon.

- To send a new message, click the  New Message icon.
  - Add at least one participant. You can create a group message by adding multiple participants.





- Select a row to open the message thread.



- Orange badges  represent new unread messages.
- Click  for menu options.
- Type your message in the bottom right



- Click  to select an emoticon
- Click  or press 'enter' to send the message