

# Microsoft Teams Product Guide

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

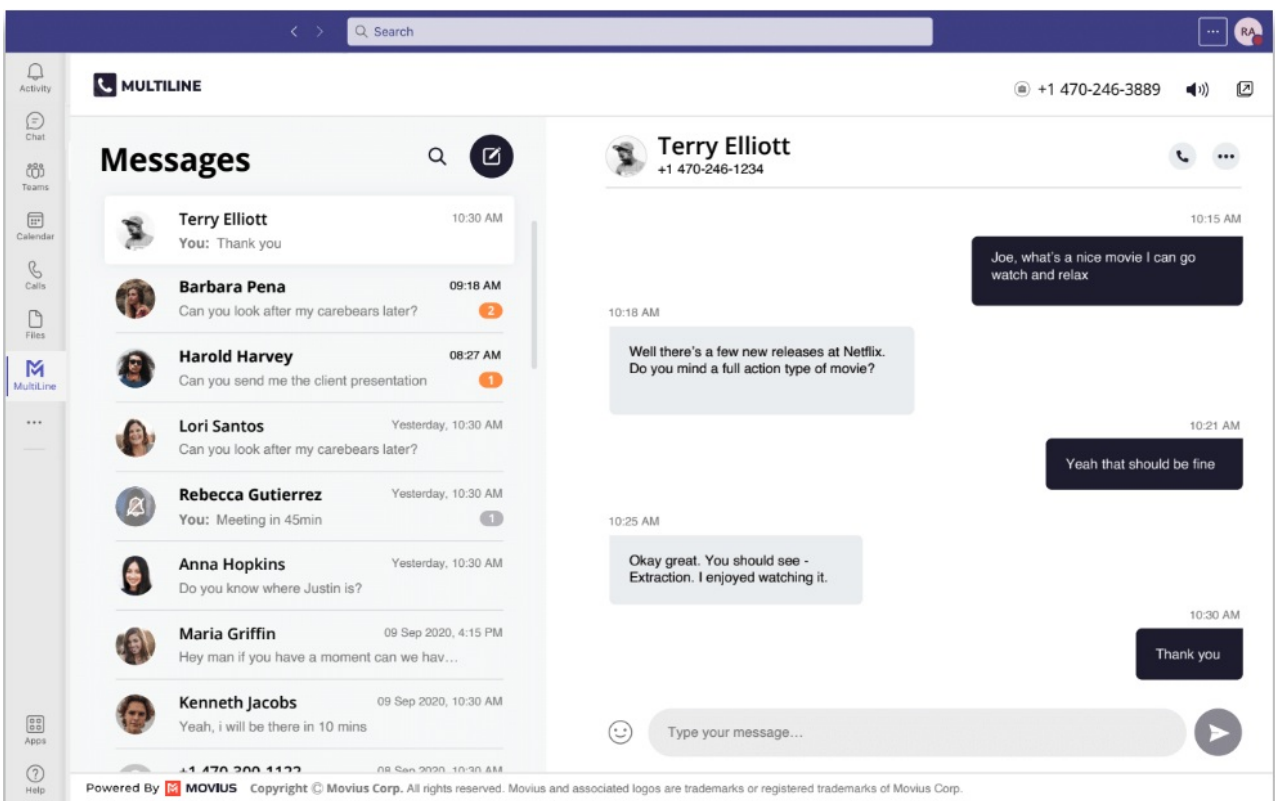
## Overview



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

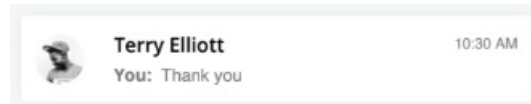
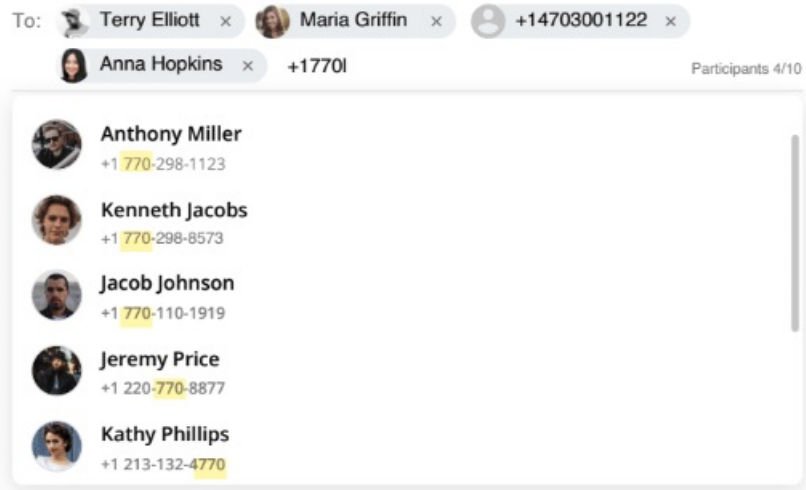
When messaging someone from Teams according to the below procedure, they'll see the MultiLine number. If someone texts the MultiLine number, the text will be sent to the MultiLine app and Teams.



## Messaging

The MultiLine tab is used for messaging.





1. To view MultiLine messages, select the  MultiLine utility icon.
2. 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.



3. Select a row to open the message thread.
4. Orange badges  represent new unread messages.
5. Click  for menu options.
6. Type your message in the bottom right



1. Click  to select an emoticon
  2. Click  or press 'enter' to send the message
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