

# User Guide: Microsoft Teams Integration

Last Modified on 08/04/2022 12:38 pm EDT

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.

## Add MultiLine Messaging App to Teams

You need to add the MultiLine Messaging app to Microsoft Teams.

1. **Click here** (<https://protect-us.mimecast.com/s/uSRkCQWB1xcnOk1TVJWsO?domain=moviuscorp.it.acemInc.com>) to add the app.  
*Note: you can also click the ... icon in Microsoft Teams to search for 'MultiLine Messaging' and click to add.*
2. Right click the app and click **Pin**.  
*Note: Pinning the app makes it easy for you to find and use every day!*

## How to message

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

*Microsoft Teams Calling integration coming soon!*

---