



Tech Alert

Add External Users to Microsoft Teams Group Chats

MODERN OFFICE

What is new?

The new external group chat feature enables you to add users from outside your organisation to group chats in Microsoft Teams.

You can now create group chats of up to 250 participants across multiple organisations in a single chat. Previously, users were limited to group chats of only internal users.

This feature update expands the existing ability for users to search for, participate in one-on-one chats, call and schedule meetings with external users.

Please note that in order to use this feature, all users require external access capabilities enabled.

How can you add external users to a group chat?

Simply select the new **Chat** icon, enter the email address of the recipients, and select the **Search externally** option to find the users. If this is not available, an admin setting will need to be configured.

What are the benefits?

The ability to add external users to group chats enables improved collaboration beyond the walls of your organisation. You can communicate more freely with a range of parties such as customers, suppliers, partners.

What else is new?

Suggested replies in chats are also coming soon to Microsoft Teams. This feature will provide users with up to three recommended responses, based on the context of the chat.

Products: Microsoft Teams

Cloud Instance: Worldwide (Standard Multi-Tenant)

Release Phase: General Availability

Status: Launched

Release: May 2021

What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration.

Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

About us

365 Architech's is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.
07 3999 7000 | www.365a.com.au | sales@365a.com.au

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