



3rd Quarter | 2022

<https://office365.delaware.gov>



Join Teams Meetings by ID

New Features in Outlook!

O365 Resources and Learning Links

Join Teams Meetings by ID & Passcode

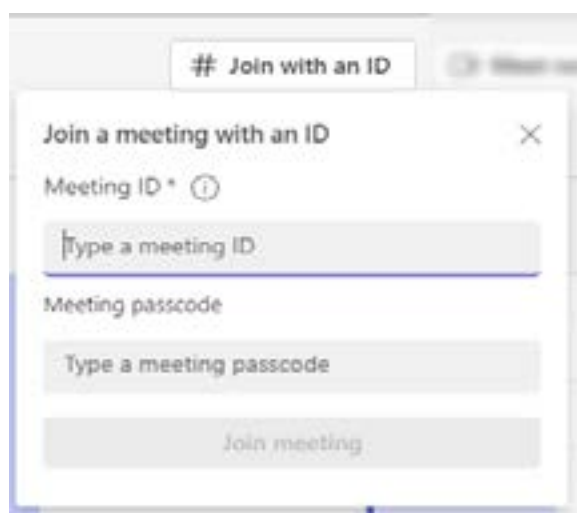
Recently Microsoft added functionality to join a Teams meeting with just a Meeting ID and Passcode.

Perhaps you have started your meeting and realized you forgot to

include someone. You can quickly send them a chat with your Meeting ID and Passcode. They can open their calendar in Teams and click on the button in the top right-hand corner, # Join with an ID.

Additionally, Microsoft has a landing page, [Join a Microsoft Teams Meeting by ID | Microsoft Teams](#), that provides a friendly, accessible public-facing way to allow someone to join your meeting using the ID and Passcode.

Learn more about joining by ID at: [How to join a Microsoft Teams Meeting with just a meeting ID and Passcode - Bing video](#)

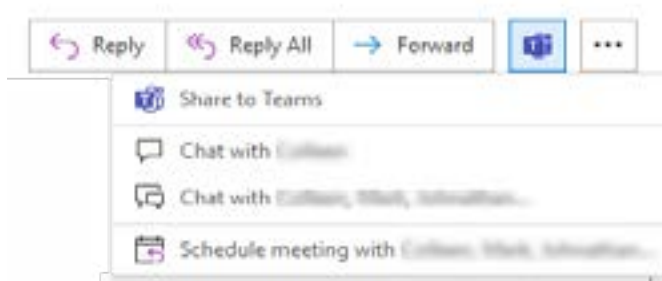


New Features in Outlook!

Have you noticed the latest new features that Microsoft has added to the Outlook App and Outlook on the web?

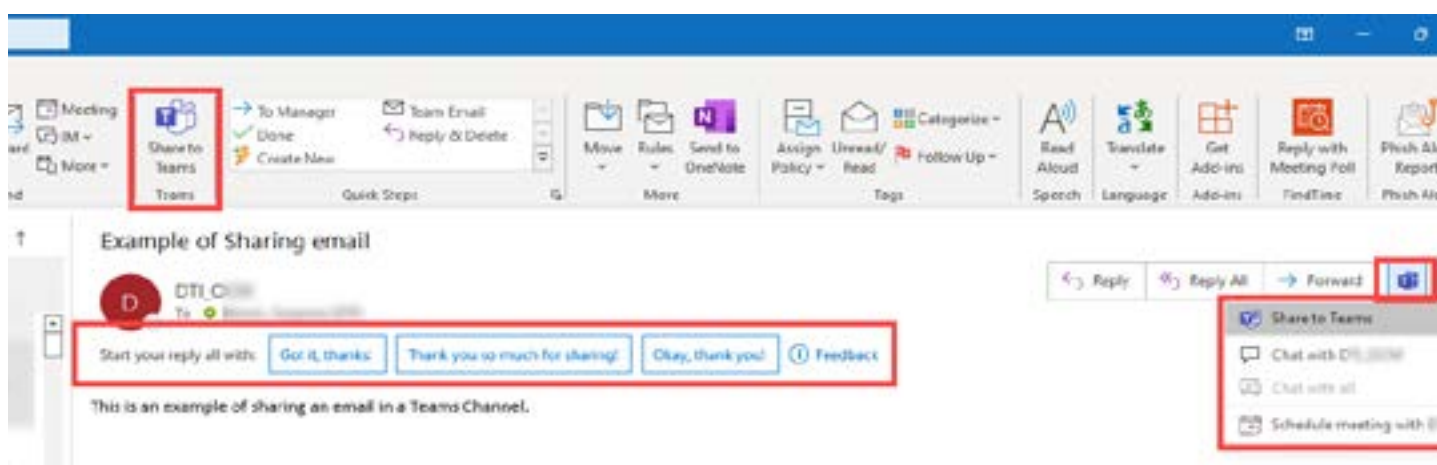
Share an email to Teams from Outlook:

- Share a copy of an email (including attachments) to Microsoft Teams, share to chat or a channel in Teams. Learn more at [Share an email to Teams from Outlook \(microsoft.com\)](#).
- Quickly open a Chat session directly from Outlook and chat with the sender or all email recipients.
- Quickly establish a meeting with all email recipients.



Suggested replies in Outlook App:

When you receive an email message that may be answered with a short reply, Outlook suggests three responses that you can easily click on for a quick reply. Suggested replies are generated by a computer algorithm and use natural language processing and machine learning technologies to provide response options.



O365 Resources and Learning Links

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about the Office 365 Project? Need an Office 365 Cheat Sheet? Have time for a 5-minute Learning Opportunity? Check out the links above!

Email Project_o365@delaware.gov with suggestions for learning event topics or ask questions you may have regarding Office 365 products or features.

Email: Project_o365@delaware.gov | Website: office365.delaware.gov