**How to**

**How to see a list of all the members**

**A list of all the members of a channel or Team**

* In the channel in Teams, go to Posts.
* Click the information button on the top right (a circle with the letter "i" in it).
* The members are listed on the right.
* This works, but they are not in alphabetical order.

**An alphabetical list of all the members of a team: (**Blue font shows specifically what I am doing, but I don’t think this is normal. I think it’s only because of how the Translation Services Resources team is set up.)

* In Teams, go to the team’s General channel.
* Click on Files or Document Library to find “Open in SharePoint.”
* Click on “Open in SharePoint.”
* In SharePoint, click on where it shows the number of members just below "Following".
* In the “Group Membership” pop-up, click on “Add members.”
* In the “Add Members” pop-up, click "Go to Outlook."
* The list shows up on the right, under the "Translation Services Resources" heading.

**An alphabetical list of all the members of a private channel.** Apparently, we can't. This is what I tried.

* In Teams, go to the private channel.
* Click on Files in order to find “Open in SharePoint.”
* Click on “Open in SharePoint.”
* Go to SharePoint. But there is nothing about the members.

**How to make a post and alert all the members of a team**

* <https://support.microsoft.com/en-us/office/use-mentions-to-get-someone-s-attention-in-teams-eb4f059d-320e-454e-b111-03361d4d6855#:~:text=Post%20something%20in%20the%20team's,everyone%20in%20the%20general%20channel>
* In the General channel, go to the Post tab.
* Start the post with @general.
* It's possible people see it only if they open Teams.
* This works. 4/12/23

**How to send an Email - I won't try to figure this out again unless there is a real need. At this point, it looks like posting and using @general might be adequate.**

**How to send an email directly to all the members of a team**

* I have not figured this out yet**.**

**How to send an email to a channel or team** (by getting the channel email address from Teams)

<https://www.protectedtrust.com/email-in-teams/#:~:text=To%20send%20a%20channel%2Dwide,email%20address%20it%20provides%20you>.

* In Teams, right-click on the channel and select “Get email address."
* In Outlook, create a new email and paste that address into the “To” field.
* This did not work when I tried to do this for the team (General channel). 4/12/23

**How to send an email to Teams by getting the Team email address from Outlook.**

* Follow the steps for "An alphabetical list of all the members of a team"
* Under "Translation Services Resources" click on "Send Email"
* This will open an email in a new browser, and the "To" field will have the name of the team. (translationservicesresources@wycliffeassociates.org< translationservicesresources@wycliffeassociates.org >
* This did not work when I did it 4/6/23.

<https://support.microsoft.com/en-us/office/send-an-email-to-a-channel-in-teams-d91db004-d9d7-4a47-82e6-fb1b16dfd51e#:~:text=View%20the%20original%20email,the%20email%20in%20the%20conversation>.

**How to make a read-only folder (apparently only in a private channel:**

[https://support.microsoft.com/en-us/topic/use-folders-to-create-read-only-files-for-students-or-other-team-members-0e7791d7-8c9c-4749-9bca-984289477988](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Ftopic%2Fuse-folders-to-create-read-only-files-for-students-or-other-team-members-0e7791d7-8c9c-4749-9bca-984289477988&data=05%7C01%7Csusan_quigley%40wycliffeassociates.org%7Ccdcac3752f514d466f1008db344e2d5b%7C7baa11086adb4be299cf00a4872ab1cf%7C0%7C0%7C638161282606102042%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=f%2FFdxyr8FjKfaBiK2jTtBlfJ0hsftBAmKg%2BVT0XUwiQ%3D&reserved=0)