Microsoft Teams Cross-Tenant Collaboration Quick Start Guide

You can now add members across other DoD Office 365 tenants to your Air Force chat and meetings on AFNet Teams!

☐ *How do I start a chat or schedule a meeting with users from another DoD organization?*

Before you start a chat or schedule a meeting, you need to verify that the users from other DoD organizations have already migrated to their respective DoD Office 365 (O365) environments and you must know their DoD O365 email address to collaborate. See the next question, along with a reference table, on page 3, for how to verify if their email addresses is associated with their DoD O365 environments.

Then, for each function - chat or meetings - you manually add the users by typing in their full DoD O365 email addresses. See instructions below for starting a chat and on page 2 for scheduling a meeting.

CHAT (One-to-one ONLY)

1 Select the *Chat* app along the App bar within AFNet Teams. Then select the *New chat* icon, located within the left panel, below and just left of the *Search* bar.
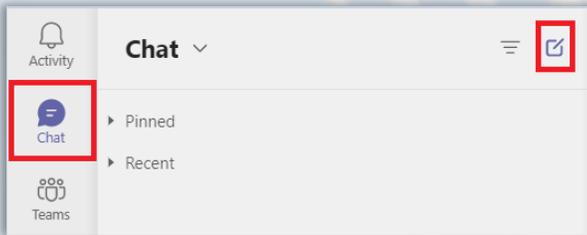
2 Within the *To:* line of the main area, type in the full DoD O365 email address for the individual user. The option to *Search #email address# externally* should display. Click *Search #email address# externally*.
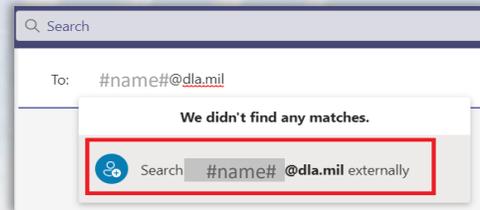
3 If the search was successful, you should then see the same user's name show up but with *(External)* displaying behind their email address. If so, then select that option, as shown below.

If the search was unsuccessful, you may have been provided an incorrect email address. You will need to reach out to the user via other means (such as email) to verify and correct.

4 After selecting the user's email with *(External)* appended, the main area will adjust to then allow for you to type a message to start a conversation.

❑ *How do I start a chat or schedule a meeting with users from another DoD organization? (cont)*

MEETING (Non-channel meetings ONLY)

1 Select the Calendar app along the App bar within AFNet Teams. Then select the *+ New meeting* button, located to the far right, below your user profile (circle with initials/picture). A *New meeting* window will appear.
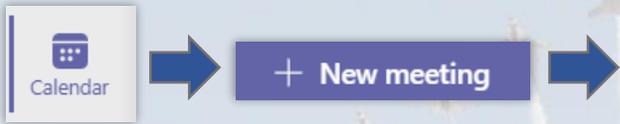
2 On the far right of the *New meeting* window, under the *Invite people* header, type in the full DoD O365 email address for the individual user. The option to *Invite #email address# to the meeting* should display. Click *Invite #email address# to the meeting* to add. The user should then show up under an *Attendees* list beneath the meeting organizer.

3 Continue to add individual users to your meeting, as needed. When finished inviting users and filling out all other necessary fields for the meeting, click *Schedule*. All invitees will receive a meeting invite via email to add to their respective calendars.
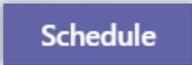
Note: It is **NOT** possible to invite users from other DoD O365 tenants while also scheduling a channel meeting (Select a channel to meet in *option*). Within the Teams application (desktop app or web client), it is either a non-channel meeting or a channel meeting that can be scheduled at a time.

What is the difference between a channel meeting Tand a non-channel meeting? *Channel meetings are meetings where a specific Teams channel is invited to the meeting.*
Non-channel meetings are meetings where individual people are invited to the meeting.
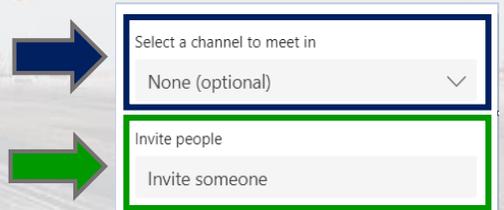
❑ *How do I know if users have been added to their respective DoD Office 365 environments?*

Users in the DoD O365 environment will have email extensions for their respective tenants, shown in the table below. Please review any provided emails carefully.

Notes:
- *If individual users do not have the email extension based upon their tenant name and participants, they have not yet migrated into their DoD O365 environment, and you will not be able to collaborate with them until <u>after</u> they have migrated.*
- *If you do not already know the DoD O365 email addresses of specific users within a tenant, you will need to ask them for that information directly. Use the table to verify, based on their email extension.*
- *Email addresses for users affiliated with the DoD365-Joint tenant may cause some initial confusion due to the email extension remaining as @mail.mil.*

Tenant Name	Tenant Participants	O365 Email Extension
DIA	Defense Intelligence Agency	@dodiis.mil
DLAMIL	Defense Logistics Agency	@dla.mil
DoD365-Joint	DoD 4th Estate Agencies Combatant Commands not already listed Defense Health Agency	@mail.mil
JSFJPO	Joint Strike Fighter Program Office	@jsf.mil
NGA	National Geospatial Intelligence Agency	@nga.mil
SOCOM	Special Operations Command	@socom.mil
SOUTHCOM	Southern Command	@southcom.mil
USACE	Army Corps of Engineers	@usace.army.mil
USARMY	Army	@army.mil
USCG	Coast Guard	@uscg.mil
USMC	Marine Corps	@usmc.mil
USNAVY	Navy	@us.navy.mil