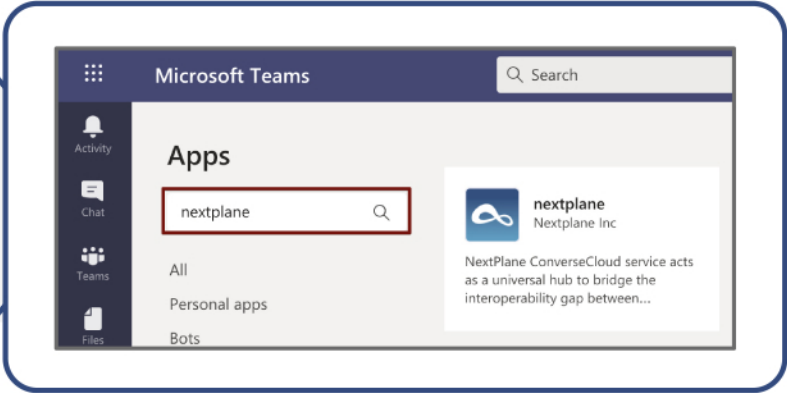




Your quick start guide to Microsoft Teams federation

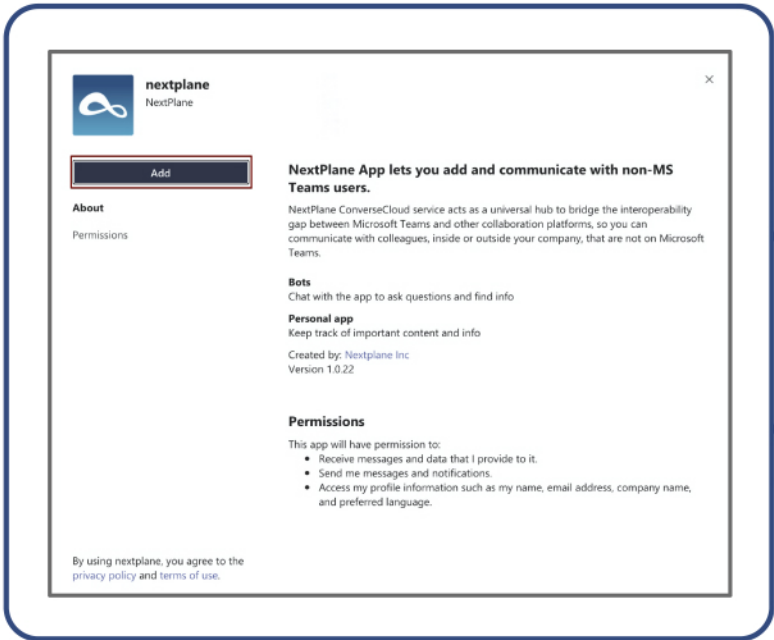
Find **nextplane** app in the Microsoft Teams Apps directory.

1



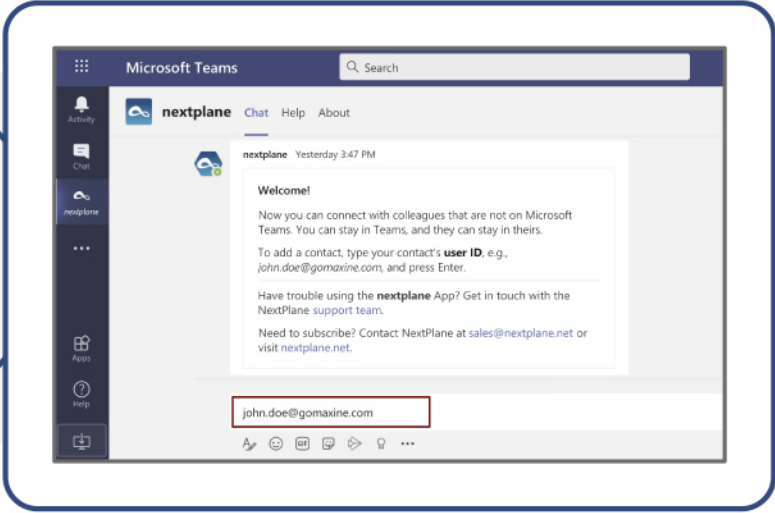
2

Click 'Add' to install the **nextplane** app.



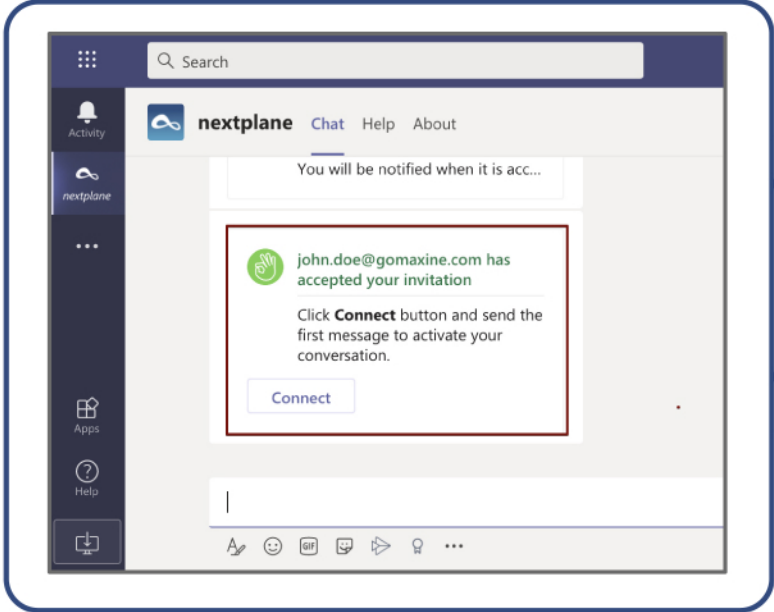
3

Enter your non-Teams contact's email address in the **nextplane** app message box and click send.



4

Wait for your contact to accept your invitation. Click the '**Connect**' button once your contact accepts your invitation.



5

Start a chat session with your non-Teams contacts. Use them for ad-hoc messages or tasks, like rescheduling a meeting with your teammate or asking them what's for lunch.

