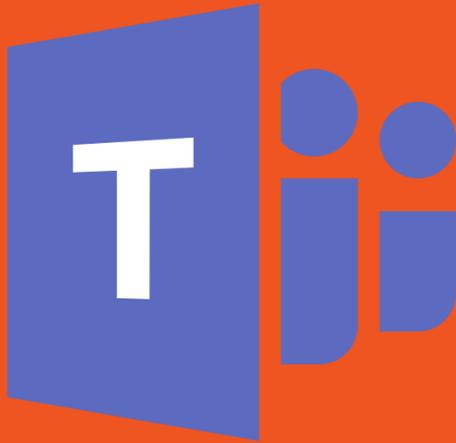


Intro to Teams



Presented by:
Frontier Supply Chain Solutions Inc.



TEAMS

ADDING A NEW APPLICATION IN MICROSOFT TEAMS



ADDING A NEW APPLICATION IN MICROSOFT TEAMS. TOPICS OF DISCUSSION:

In this section we will discuss how to add a new application for your Teams platform to help make your work life easier.

- Adding a new application to your Microsoft Teams
- Adding a new app to a specific Channel
- Adding a new app to a specific chat

NEW APPS

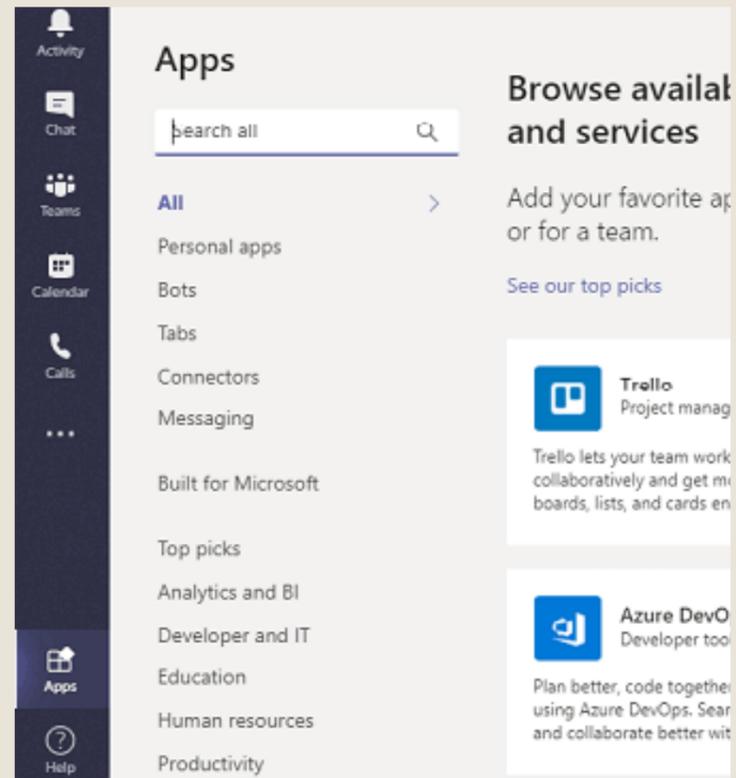
ADDING A NEW APPLICATION IN TEAMS

ADDING A NEW APPLICATION INTO TEAMS

There are several ways to add an application (app) to Microsoft Teams. For now, the Tasks app will be called "Tasks by Planner and To Do". so type Tasks in the search bar and then select the tile that says "Tasks by Planner and To Do".

STEP 1: INSTALL A NEW APPLICATION

At the bottom of the vertical navigation menu on the left-hand side of Teams, select "Apps". Once the below page appears, use the search bar to find and install the application you want.

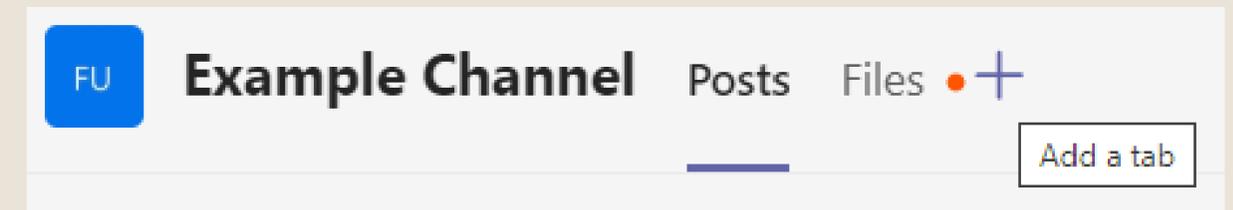
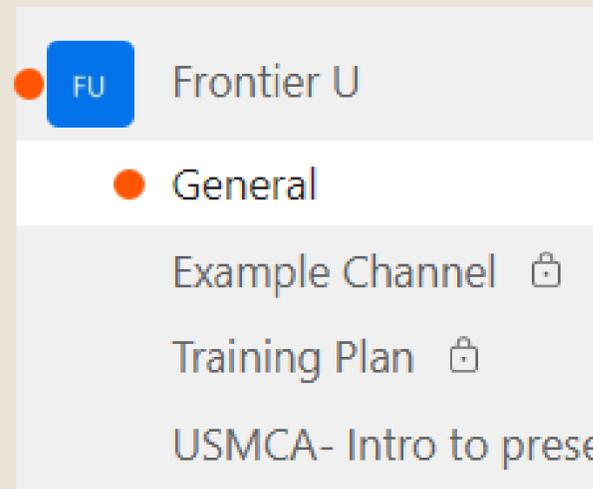


NEW APPS

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STEP 2: ADDING AN APP TO A TAB IN A CHANNEL OR A CHAT

In tabs, you can add apps to share content and work collaboratively. Go to the channel, group chat, or one-on-one conversation of your choosing, and click "Add a tab" in the menu at the top.



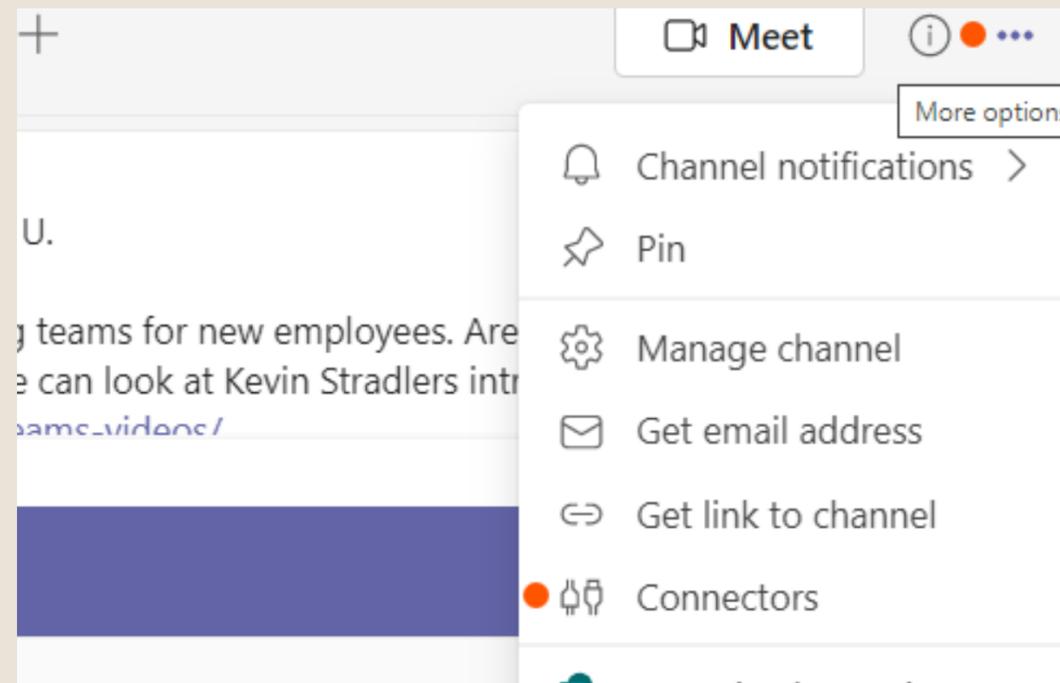
A screen will appear prompting you to select the app you want. In some cases, you might go on to add a specific file to the tab (i.e. an excel file your whole team wants to edit).

NEW APPS

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STEP 3: ADDING APP NOTIFICATIONS TO A CHANNEL

An app capability called a "Connector" inserts app notifications into a channel. This allows you to ensure that everyone you want to receive notifications in your team/channel, will. To set one up, go to the channel you want, select More options (in the top right-hand corner of the screen) > Connectors, and choose an app.



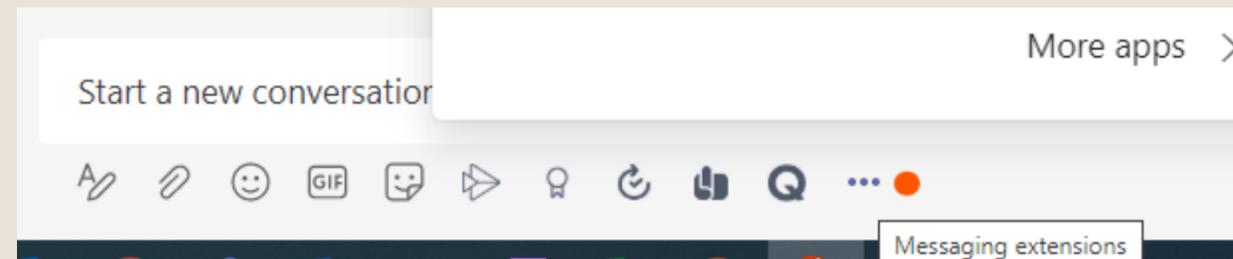
You will be given the option to "Configure notifications" for any app already added for your team or to "Add" a new app.

NEW APPS

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STEP 4: ADD APPS FROM THE MESSAGING AREA

Some apps let you insert content from the app directly into Teams messages. To add one, select the "messaging extensions" option that is below the message board text box. Choose the app you wish to add to the chat. *Note that whoever is in this team or channel will see the changes you make.



You can also add apps to the message board by typing @ in the textbox and clicking "Get bots". Bots provide answers, updates, and assistance when you chat with them one-on-one or in channels.

