# FR®NTIER



# 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 app to a specific Channel
- Adding a new app to a specific chat

• Adding a new application to your Microsoft Teams



#### 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.

Mity	Apps		Browse availal
at	þearch all	Q	and services
ii ms	All	>	Add your favorite ar
	Personal apps		or for a team.
	Bots		See our top picks
	Tabs		
	Connectors		Trello
	Messaging		Project manag
	Built for Microsoft		Trello lets your team work collaboratively and get m boards, lists, and cards en
	Top picks		
	Analytics and BI		
	Developer and IT		Developer too
	Education		Plan better, code togethe
	Human resources		using Azure DevOps. Sear and collaborate better wit
	Productivity		



#### ADDING A NEW APPLICATION IN TEAMS



## 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.

FU	Example Channel	Posts	Files 🔸 🕂		
				Add a tab	



#### ADDING A NEW APPLICATION IN TEAMS



## 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.

+		🗅 Meet
U.	Q \$∕	Channel noti Pin
) teams for new employees. Are	द्रि	Manage cha
same_videoc/	$\square$	Get email ad
	⇔	Get link to cl
	● \	Connectors
	-	

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

(i) 🔴 ••••
More options
ifications >
nnel
ldress
hannel



#### ADDING A NEW APPLICATION IN TEAMS

# AREA Some apps let you inser

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.

Star	t a ne	ew co	nvers	atior					
Ą	D	$\odot$	GIF		$\bowtie$	្ឋ	٢	da	Q

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.

දීලීපී	Me	ŝ	Get b	ots		
	@					
	Ą	0	$\odot$	GIF	 Û₫	$\Rightarrow$

## **STEP 4: ADD APPS FROM THE MESSAGING**

	More apps	>
••• 🛑 Messaging e	extensions	



