Microsoft Teams + Power Platform

Quick Start: Use this guide to learn the basics

What is Power Platform?
- Power Platform is Microsoft's suite of low-code custom dev tools, which includes:
    - **Power Apps:** Create custom apps without any coding experience
    - **Power Automate:** Automate routine workflows with an intuitive logic-based interface
    - **Power BI:** Develop rich data visualizations
    - **Power Virtual Agents:** Build custom chatbots without any coding

Why should I integrate these tools into Microsoft Teams?
- Put your custom solutions right where you and your team are already working, to improve discoverability and adoption. Many of these tools can also build upon the conversational & collaborative nature of Teams

What does this guide contain?
- Pg 2: Overview of apps in Teams
- Pg 3: Tips for using apps in Teams
- Pg 4: Power Apps-in-Teams deep-dive
- Pg 5: Power Automate-in-Teams deep-dive
- Pg 6: Power BI-in-Teams deep-dive
- Pg 7: Power Virtual Agents-in-Teams deep-dive

Overview of apps in Teams

Team apps
Find and launch apps that your team needs, within relevant channels

Pin apps to channels
Add apps that your team regularly uses to a channel to help with discoverability and adoption
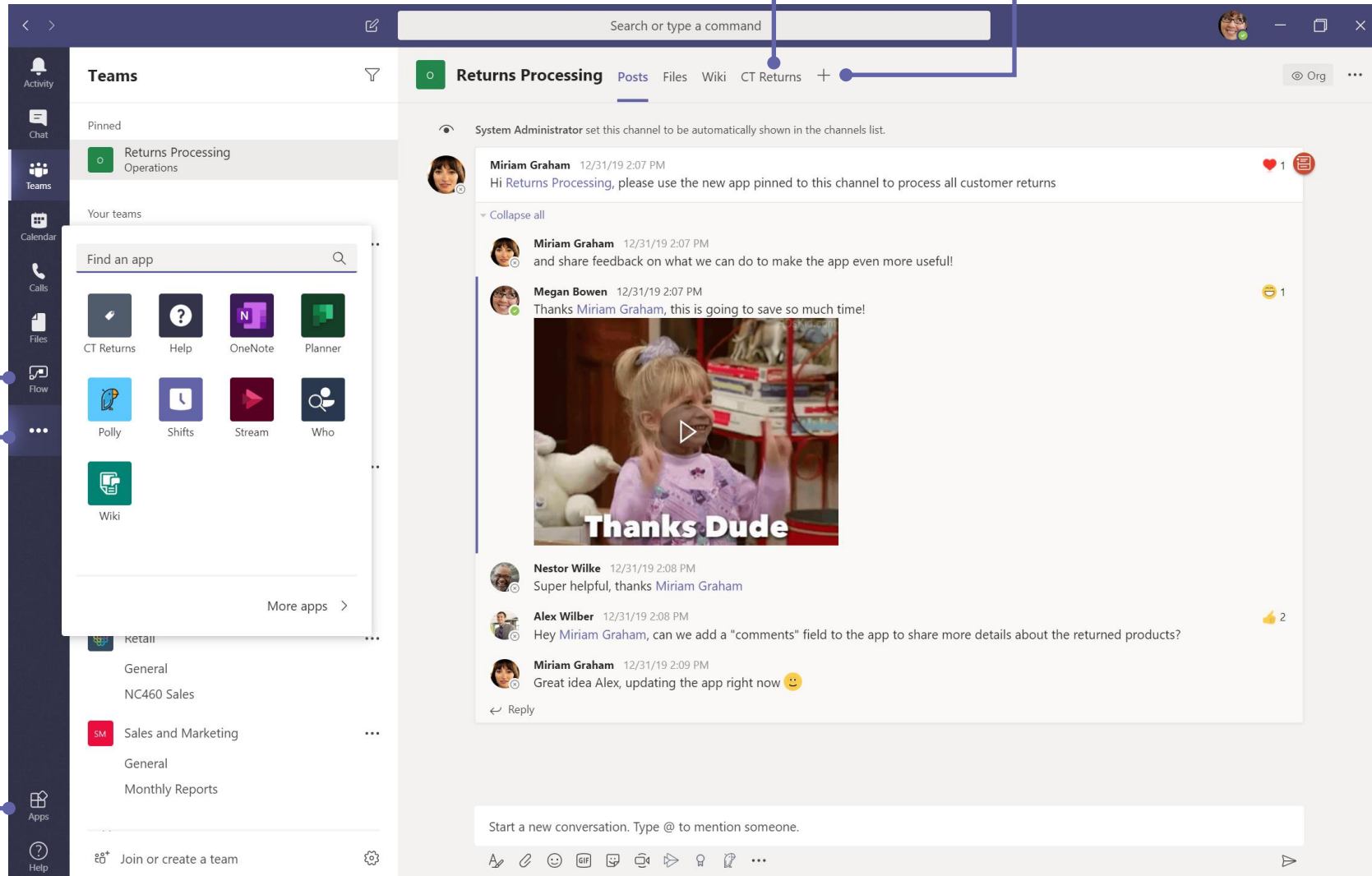
Personal apps
Pin apps to your Teams app bar for easy access
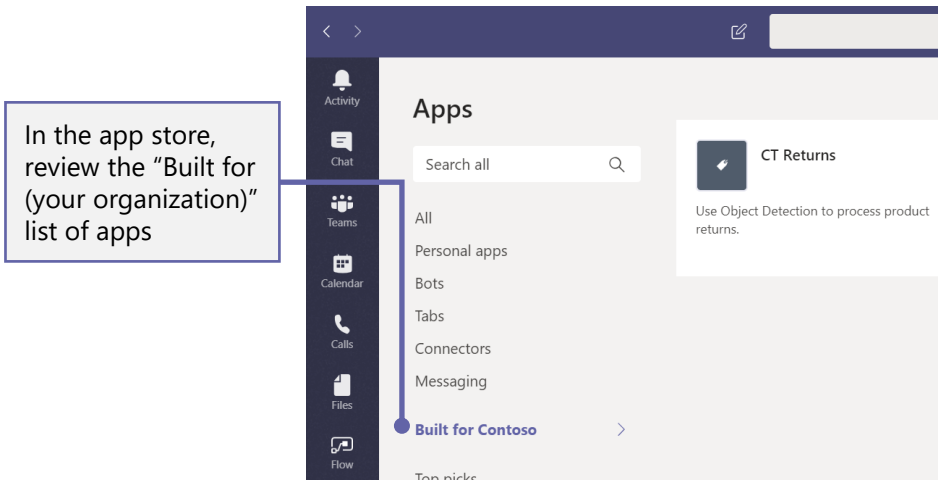
App flyout
Quickly find the app that you're looking for

Teams app store
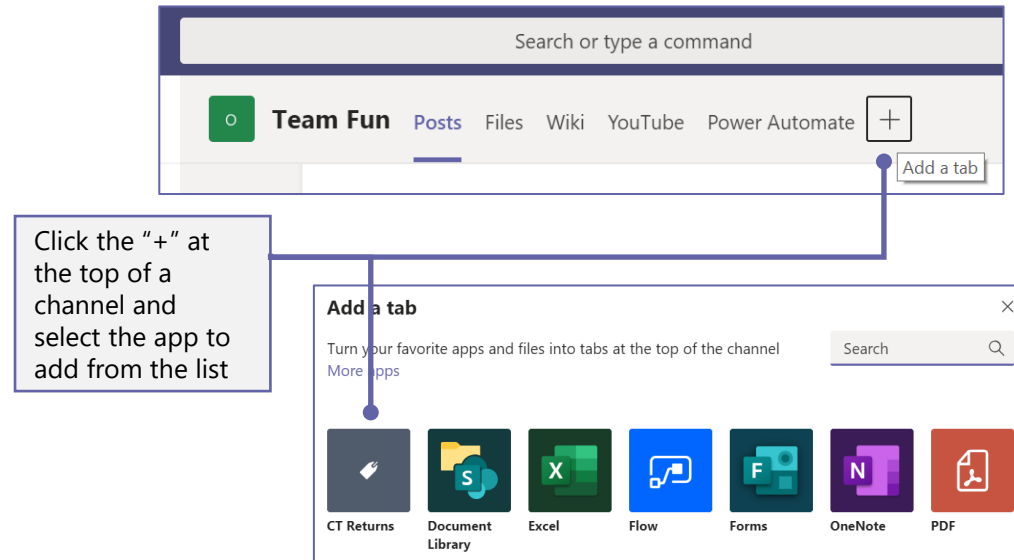Go to the app store for more apps and details
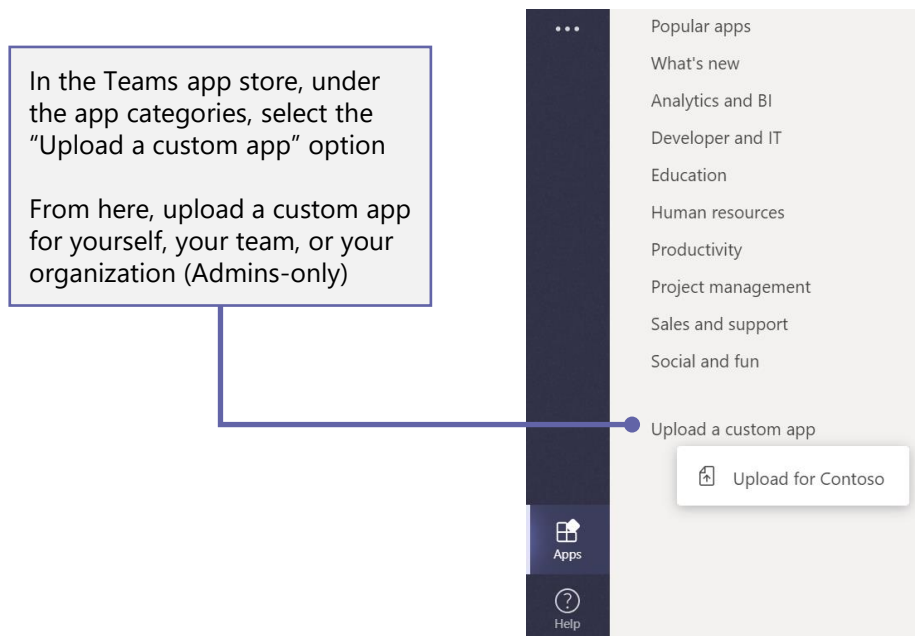
Tips for using apps in Teams

Review your organization's apps

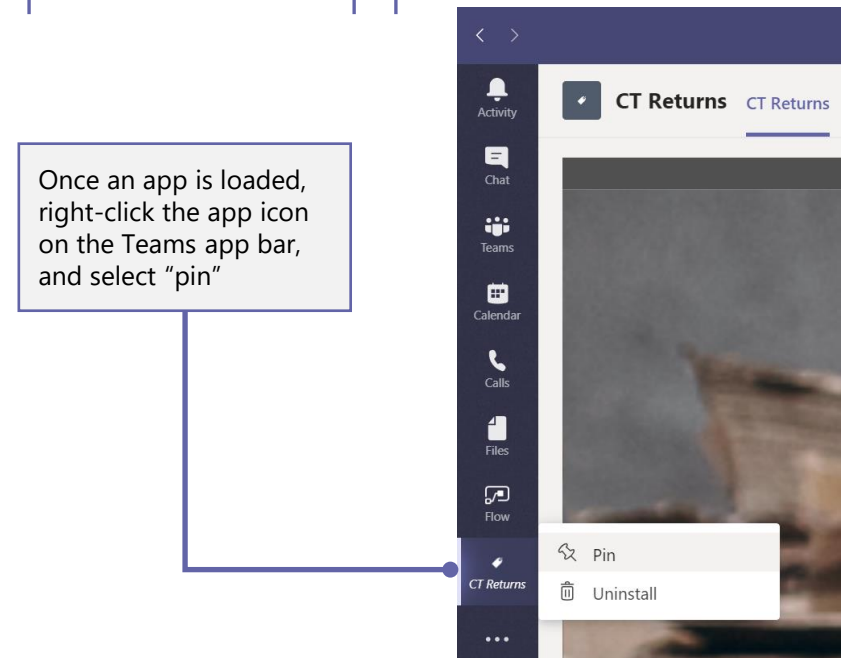In the app store, review the "Built for (your organization)" list of apps

Apps

Search all

All
Personal apps
Bots
Tabs
Connectors
Messaging
Built for Contoso
Top picks

CT Returns
Use Object Detection to process product returns.

Pin a team app

Search or type a command

Team Fun   Posts   Files   Wiki   YouTube   Power Automate   +

Add a tab

Click the "+" at the top of a channel and select the app to add from the list

Add a tab
Turn your favorite apps and files into tabs at the top of the channel
More apps

Search

CT Returns   Document Library   Excel   Flow   Forms   OneNote   PDF

Upload a custom app

In the Teams app store, under the app categories, select the "Upload a custom app" option

From here, upload a custom app for yourself, your team, or your organization (Admins-only)

Popular apps
What's new
Analytics and BI
Developer and IT
Education
Human resources
Productivity
Project management
Sales and support
Social and fun

Upload a custom app

Upload for Contoso

Apps

Help

Pin a personal app

CT Returns   CT Returns

Once an app is loaded, right-click the app icon on the Teams app bar, and select "pin"

Activity
Chat
Teams
Calendar
Calls
Files
Flow
CT Returns

Pin
Uninstall

Build & run custom apps with Power Apps

Power Apps-in-Teams
Open the app from the tab at the top of a channel, from the Teams app bar, or from the app flyout
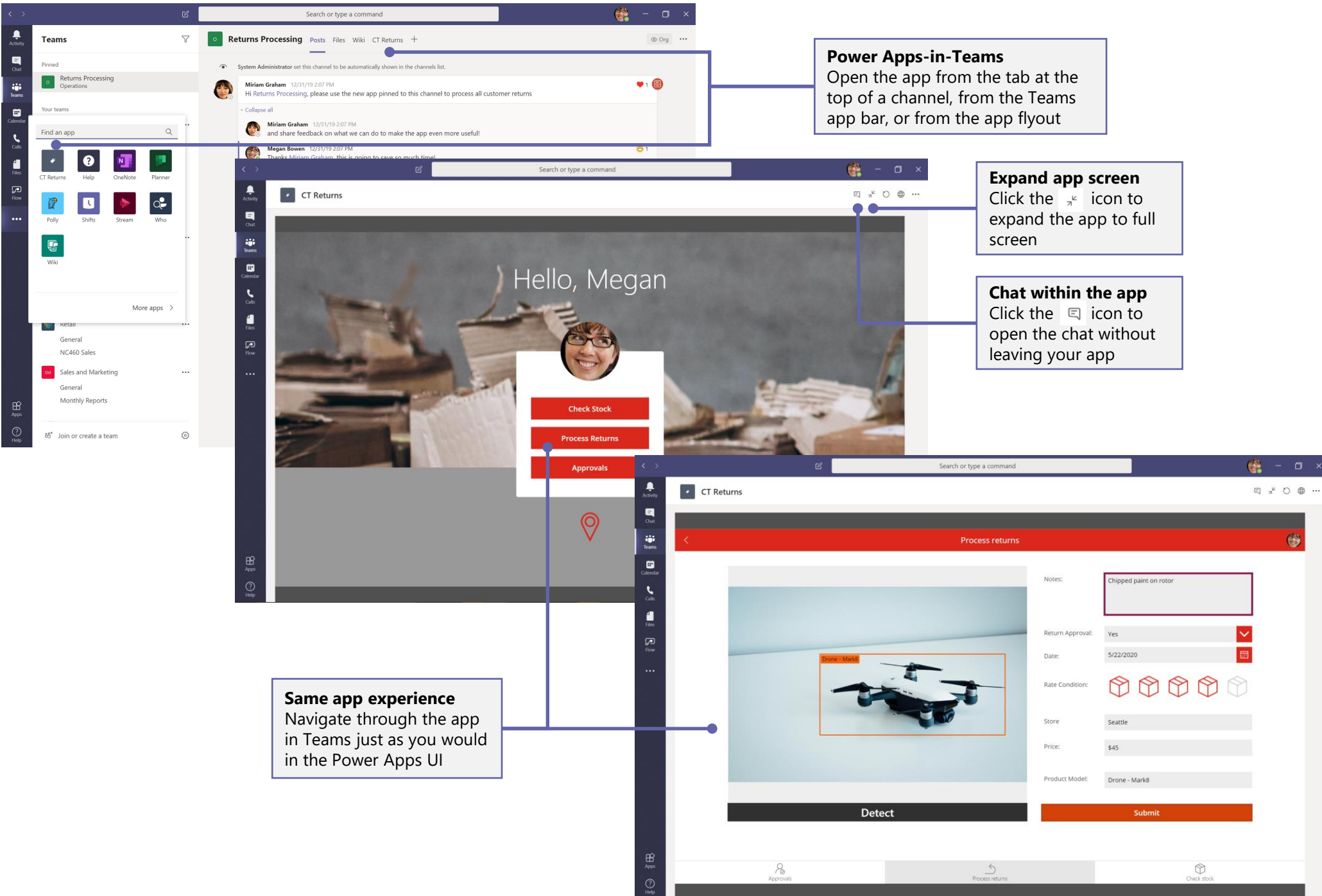
Expand app screen
Click the ⤢ icon to expand the app to full screen

Chat within the app
Click the 💬 icon to open the chat without leaving your app

Same app experience
Navigate through the app in Teams just as you would in the Power Apps UI
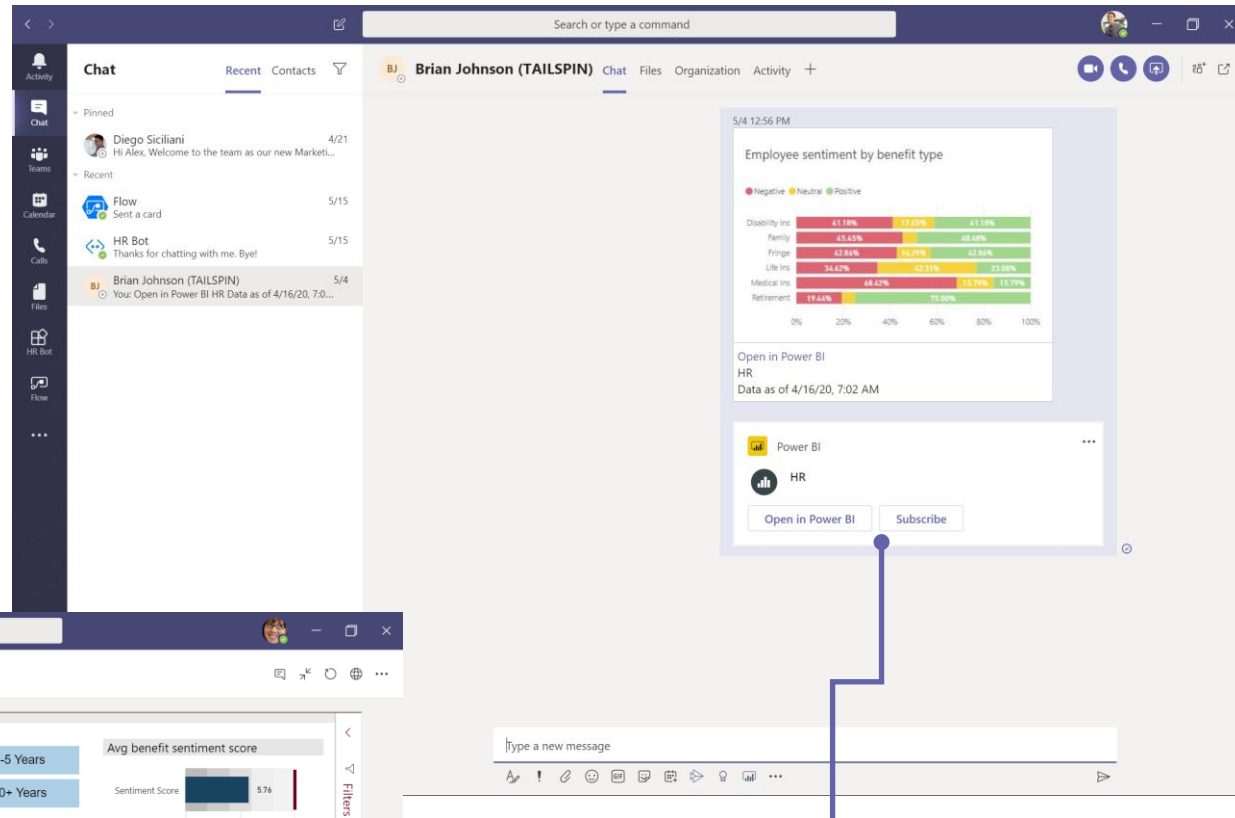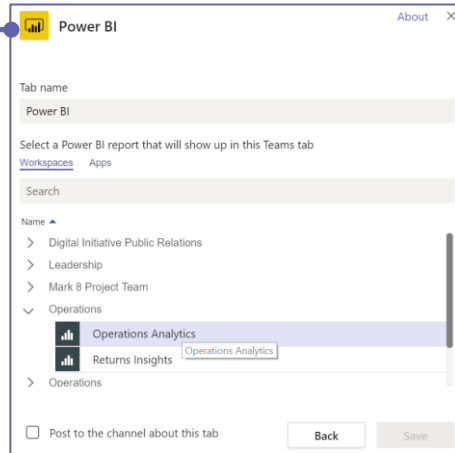
Automate tasks with Power Automate

Test your flow
Use "Flow checker" to check for errors, then test your flow to ensure it runs as intended

Teams triggers / actions
Start automation based on events happening in Teams, and use actions to perform tasks in Teams

Customize outputs
To create custom texts combine standard text with dynamic fields

Open "Flow"
Find and launch the "Flow" app (to be renamed "Power Automate")

Edit your flow
In the flow editor, add triggers and actions to customize automation

Create a new flow
In the "Flow" app, use the "+" button to start a new flow

Use a ready-made template, or build one from scratch

Automate Teams posts
Post channel messages when a trigger activity occurs (e.g., an approval is requested)

Take actions in chat
Adaptive cards allow users to take actions from a message, such as approving a request

Visualize and discuss data with Power BI

Pin a dashboard
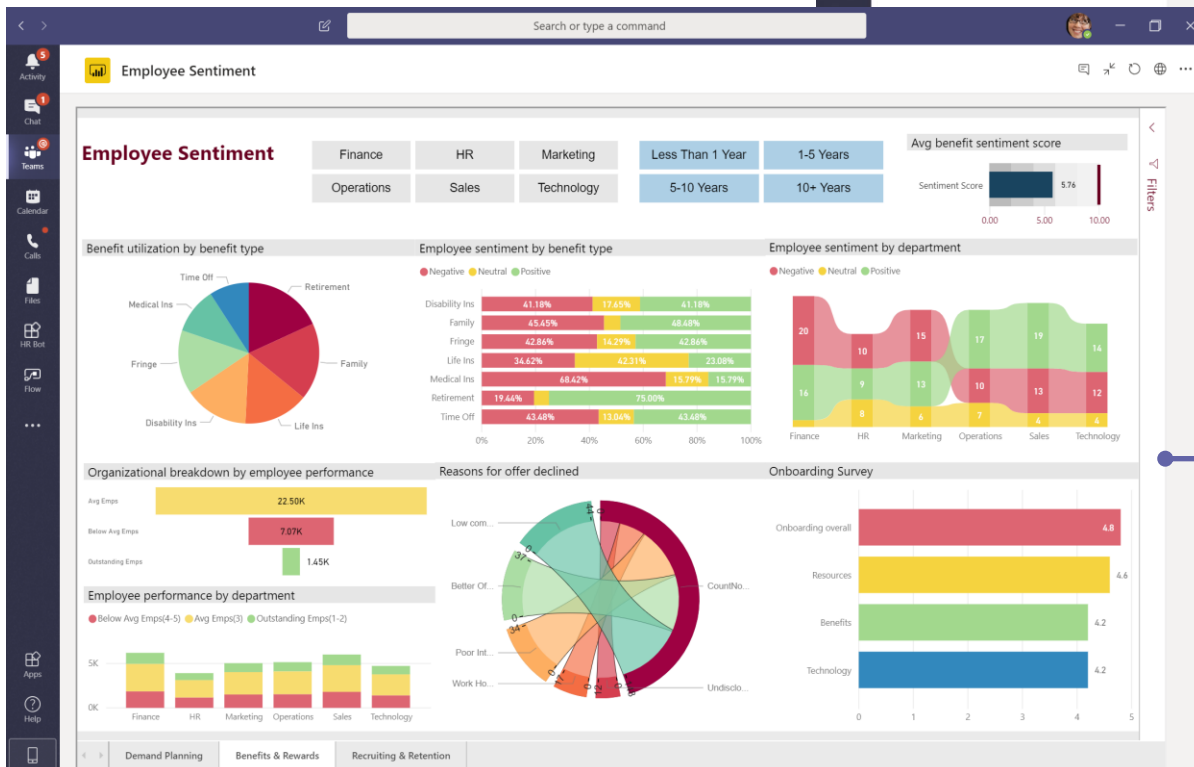Add Power BI tab to a channel and choose the desired report

Discuss data
Start a conversation about a dashboard or part of a dashboard by copying the URL of the report or a specific chart, then pasting it into the Teams chat

Fully functional dashboard
When you pin a dashboard to a channel, you can view, slice, and filter it just as you would in the Power BI interface

Create chatbots with Power Virtual Agents

Bot available in chat
Bots can be accessed through the chat pane

Add actions or options
Use adaptive cards to trigger actions using the bot interface

Add chatbots
Add Power Virtual Agents bots to the app store like any other app to make them available for users or the whole tenant

Pin chatbot
Add bots to the Teams app bar

Chat with the bot
Hold a conversation with a bot to ask questions, access resources, or provide information