

Microsoft Teams Admin Guide

Create a Microsoft Team for a BrightWork 365 Program

Before creating a Microsoft Team for a BrightWork 365 program, check if one has already been created and assigned to the program:

1. In the Portfolios > Program section of the Site Map, click in the Statement tab of the relevant program and check the **Microsoft Team** field to see if there is already a Microsoft Team assigned to the program or if it is blank.

Program		Name	Program Manager	Program Sp						
Statement	Status	Status Reports	Documents	Actions	Issues	Risks	Costs	Communications	Program Settings	Related
Details										
Name	* Test Program	Portfolio	* Contoso Projects	Priority	2. High					
Description	---	Program Sponsor	AWA Anne Wallace (Offir)	Program Type	Regular					
Created On	8/9/2022	Program Manager	Caitriona O'Connor (Microsoft Team	---					

To create a Microsoft Team for a BrightWork 365 Program:

1. In Microsoft Teams create a Public Microsoft Team 'From scratch'.
2. Add the Owner of the Solution Flow **Get list of Microsoft Teams** as a Member of the new Microsoft Team; this is likely the service account used to install the BrightWork 365 solution as noted in our [installation instructions](#).
3. In the relevant Program go to **Program Settings | Update Teams List** and switch the slider to **Yes**.

Note: This process will run under the account of the Owner of the Solution Flow **Get list of Microsoft Teams**.

Program		Name	Program Manager							
Statement	Status	Status Reports	Documents	Actions	Issues	Risks	Costs	Communications	Program Settings	Related
Program Settings										
Portfolio	* Contoso Projects	Update Teams List	<input checked="" type="checkbox"/> Yes							

4. A process will run to populate the Teams table with the Teams that you have access to.
5. In the Program's **Statement** section choose the Microsoft Team you created; it may take a minute or so for the Team to be available for choosing.

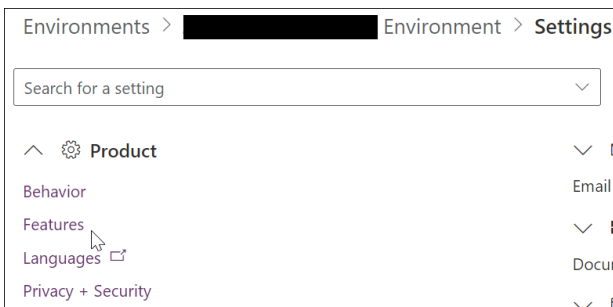
Program		Name	Program Manager	Program Sponsor	Health					
Statement	Status	Status Reports	Documents	Actions	Issues	Risks	Costs	Communications	Program Settings	Related
Description	---	Program Sponsor	AWA Anne Wallace (Offir)	Program Type	Regular					
Created On	8/9/2022	Program Manager	Caitriona O'Connor (Microsoft Team	Look for Microsoft Te					
Created On	2:53 PM	Microsoft Teams								
				Marketing	11/1/2022 9:11 PM					

Tip

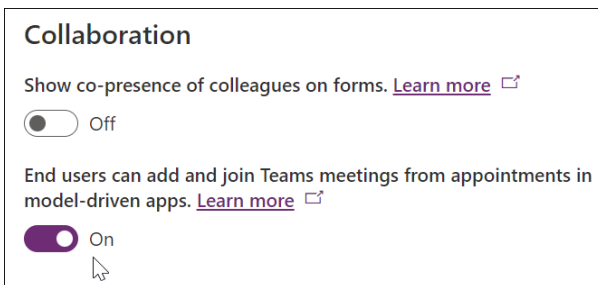
- Every time you add a new Program ensure that it points to a Microsoft Team.
- After attaching a Microsoft Team to a program, child projects of the program will be able to create channels within that same Team.
- In newer versions of Microsoft Teams, Microsoft retired the ability to load websites inside the Teams client. These website links will open in a new browser tab instead.

Enable the Teams Meeting Option for BrightWork 365 Appointments

1. Navigate to <https://admin.powerplatform.microsoft.com>.
2. Open your environment.
3. Click Settings > Product > Features.



4. Turn on the Teams option.



5. The **Teams meeting** option will now be available on the BrightWork 365 Appointment form.

