## Approvals in Microsoft Teams

Note This article is for BrightWork 365 Release February 2023 (v1.6) and newer.

## Approvals in Microsoft Teams

In addition to reviewing and acting on approval requests via the automatically generated approval request emails, you can also do so within Microsoft Teams by installing Approvals in Microsoft Teams.

See the articles below for more information about Approvals in Microsoft Teams:

- https://learn.microsoft.com/en-us/power-automate/teams/native-approvals-in-teams
- https://learn.microsoft.com/en-us/power-automate/teams/manage-approvals-app


## Canceling In Progress Approvals

An approval that is still in progress can be cancelled by the Request Submitter from within Approvals in Microsoft Teams. To do so, from the Sent tab in the Approvals app the user selects the approval they want to cancel and then selects the Cancel option. Only approvals that are currently in progress can be canceled.

## Reassigning In Progress Approvals

In progress approvals can be reassigned from within the Approvals app in Microsoft Teams by clicking the Reassign button.


Although the new approver will receive notifications to take an approval action and their actions will show in email history logs, the original approvers will be maintained in the email Approvers field.


