Approvals in Microsoft Teams

> Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.

Approvals in Microsoft Teams

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

See the external 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

> **Caution** Sending approvals to a shared mailbox is not recommended, and may cause issues, e.g., error messages when trying to approve/reject.

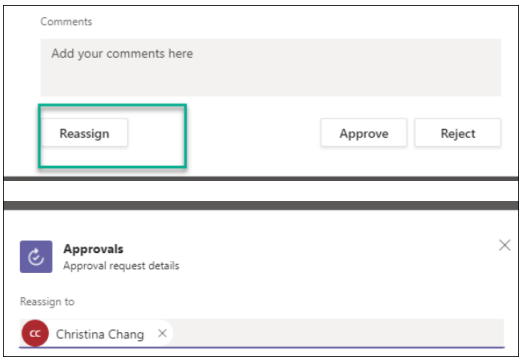
Canceling In-Progress Approvals

An approval that is still in progress can be cancelled by the 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.

> **Note** 'Cancel Approval' is not available for Microsoft 365 GCC High (Government Community Cloud High) customers.

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.