

Approvals in Microsoft Teams

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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.

Comments

Add your comments here

Reassign

Approve

Reject

Approvals

Approval request details

×

Reassign to

cc

Christina Chang

×

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.

Hi Anne,

A project stage approval that you submitted has been approved.
See below for the details:

- Project: [Proj-001611: Product Update with CT](#)
- Approval Stage: [Close Out to Closed](#)
- Approver: [Caitriona O'Connor](#)

User	Stage
Christina Chang	Execution to Close Out
Christina Chang	Chartering to Execution
Christina Chang	Execution to Close Out
Christina Chang	Close Out to Closed